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**Pattern of conferences**

# Pattern of conferences

## Report of the Secretary-General

*Summary*

In its resolution 60/236 B of 8 May 2006, entitled "Pattern of conferences", the General Assembly addressed a number of requests to the Secretary-General on issues relating to conference management and reform of the Department for General Assembly and Conference Management. In response to those requests, the present report covers integrated global management, meetings management, proactive document management, and translation- and interpretation-related matters. More specifically, it puts forward a number of proposals on the servicing of regional and other major groupings of Member States, timely submission of documents, control and limitation of documentation, dynamic prioritization of document processing, training of language staff and improvement in the quality of the language services.

In line with the agreement reached by the Committee on Conferences, at its organizational session held on 11 May 2006, a single comprehensive report is submitted to streamline reporting and facilitate the consideration of all issues relating to this agenda item.

* A/61/50 and Corr.1.

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B. Self-revision ..... 70–72 18

C. Summary records ..... 73–75 19

1. Replacing summary records with digital recordings ..... 76 19

2. Reducing the number of bodies entitled to summary records ..... 77 20

3. Concentrating précis-writing in the English Translation Service ..... 78 20

4. Restricting the length of summary records to 5,000 words ..... 79 20

5. Eliminating publishing and distribution of summary records ..... 80 20

D. Quality of language services and qualified language staff ..... 81–86 21

VI. Concluding observations ..... 87 22

Annexes

I. Meeting statistics of a core sample of United Nations bodies ..... 23

II. Statistics on the provision of conference services for meetings of regional and other major groupings of Member States at New York, Geneva, Vienna and Nairobi ..... 41

III. Requests for meetings during the sixty-first session of the General Assembly ..... 44

IV. Document management statistics for pre-session documents ..... 48

V. Statement of the executive session of the 2006 International Annual Meeting on Language Arrangements, Documentation and Publications ..... 51

# I. Introduction

1. The past year has been both challenging and rewarding. In addition to servicing the World Summit in September 2005 and thousands of other meetings throughout the world, the Department for General Assembly and Conference Management has made substantial headway in reform, which puts it in a solid position for undertaking further measures in the context of the comprehensive management reform contemplated by the intergovernmental bodies.

# II. Integrated global management

2. The project on integrated global management of conference services has made further progress. On the basis of the reports submitted in 2004 and 2005 by the task forces established under the project, common approaches to administrative policies, practices and procedures were identified and harmonized/standardized in a cooperative venture involving the four duty stations of the Department for General Assembly and Conference Management at New York, Geneva, Vienna and Nairobi. Implementation of the project has brought the four duty stations closer than ever before. The trust and goodwill generated by continuous interaction, the increase in communication and cooperation and the tangible results achieved all represent significant accomplishments. Integrated global management is, however, a continuous process, to be nurtured and expanded to rationalize further conference-servicing operations.

## A. Harmonization/standardization of administrative policies, practices and procedures

3. At the Seventh Coordination Meeting of Conference Managers, held in Vienna in June 2006, new agreement was reached in the following areas:

### 1. Proactive document management

4. The four duty stations agreed to pursue proactive document management in order to implement fully the General Assembly mandates on the timely issuance of documentation and the control and limitation of documentation. For this purpose, they agreed to implement the slotting system for document submission, based on the mandated 10-4-6 week rule or other benchmarks, such as the 8-4-4 week format chosen by some intergovernmental bodies. They also agreed to adopt a common approach to the strict enforcement of page limits, and to practice advance waiver management with author departments to ensure the greatest extent of compliance with the 16-page limit and the 20-page guideline without compromising the quality of documents. The final authority for waiver approval would rest with the Assistant Secretary-General for General Assembly and Conference Management as authorized by the Secretary-General.

### 2. Capacity calculations

5. Agreement was reached on standardized formulas to be used by the four duty stations to estimate translation, interpretation and editing capacity. Reliable and timely projections of the established (namely, "permanent") capacity of the

processing units of the Department for General Assembly and Conference Management are essential for ensuring that levels of available staffing resources track workload fluctuations as closely as possible, and that any required supplementary capacity is secured in the most economical manner, including through workload-sharing among duty stations.

### 3. Common terminology database for language staff

6. The four duty stations agreed that the coordination of terminology was essential and would be achieved via the establishment of a central terminology database and a terminology coordination board. Each of the four duty stations would be assigned subject areas in connection with its current areas of specialization and language groups over which it would have primary responsibility. Once these areas of specialization had been defined, each duty station would suspend terminology work outside its areas of specialization so as to avoid the creation of conflicting versions of terminology and consequent confusion.

### 4. Computer-assisted translation

7. The four duty stations agreed that the time had come to encourage the use of computer-assisted translation (CAT) at all four duty stations and to increase the percentage of documents translated with such technology. Each duty station would identify both the documents of a repetitive nature that would lend themselves to being processed with CAT, and the staff who would work with CAT tools. The duty stations agreed to hold a full exchange of practices at the eighth coordination meeting of conference managers.

8. It was specified that the agreements reached at each coordination meeting would be reviewed, monitored and updated periodically in response to evolving operational needs and/or new realities. Implementation in the areas already agreed upon would be reviewed at each coordination meeting.

9. The main goal of integrated global management is harmonizing/standardizing business processes across duty stations for the purposes of streamlining and optimizing operations, better sharing of resources and workload, and achieving economies of scale. In accordance with the General Assembly mandate, integrated global management has to allow for the specificities of the various duty stations, including different sources of funding and funding arrangements. While the Department for General Assembly and Conference Management has been given responsibility for the overall management of conference-servicing resources at the four duty stations, it lacks actual oversight and control over the use of common funds at duty stations other than New York. The Department intends to pursue this issue actively.

## B. Information technology global initiative

10. Integrated global management requires closer collaboration and interaction among duty stations, starting with the need to collect, access and share information readily. To address this issue, and other recommendations of the Advisory Committee on Administrative and Budgetary Questions (see A/58/7 and A/59/418) and the Office of Internal Oversight Services (see A/59/133), the Department for General Assembly and Conference Management launched an information

technology global initiative in 2006. The primary goal is to identify an information technology strategy that would lead to a global standardized approach to support decision-making and real-time global access to data, satisfy client needs, and align more effectively with the information technology standards and strategies of the Secretariat.

11. With the help of a consultancy firm, a study was undertaken to document the current state of business processes and information technology tools in place, and to recommend ways to upgrade, standardize and integrate the information technology architecture and applications at the four duty stations so that they can better support the standardized business processes.

12. The first step taken was the establishment of the information technology governance board under the Assistant Secretary-General for General Assembly and Conference Management, comprising senior managers and information technology professionals from all duty stations to provide guidance on an information technology strategy, avoid duplication of information technology development efforts, and standardize business processes and technological architecture and applications to achieve economies of scale, taking into account the evolution of technology and the need for compliance with the information and communication technology strategy of the Secretariat. Under the road map approved in June, three project teams were established for each of the following three tasks that have been launched:

(a) A centrally hosted reporting database will be set up within six months to one year to enable global reporting and management of consolidated statistical data (lead duty station: Nairobi);

(b) The current meetings management system will be further integrated, re-engineered and migrated to an updated standard open platform across the duty stations within a year (lead duty station: Vienna);

(c) Technical evaluation will be conducted to assess both internal and enterprise systems with a view to standardizing the document management systems at all duty stations (lead duty station: Geneva).

# III. Meetings management

## A. Calendar of conferences and meetings for 2007

13. The draft calendar of conferences and meetings for 2007 will be issued as an annex to the report of the Committee on Conferences to the General Assembly.

## B. Improved utilization of conference-servicing resources and facilities

### 1. Meeting statistics of United Nations organs and analysis

#### Meeting statistics of United Nations organs

14. The statistical data on the planned and actual utilization of conference resources allocated to a core sample of bodies that met in New York, Geneva,

Vienna and Nairobi in 2005 are contained in annex I. They also include issuance compliance and availability indices for assessing the timely issuance of pre-session documentation and week-by-week availability of such documentation.

**Analysis of the statistics**

15. **Utilization factor.** At 85 per cent in 2005, the overall utilization factor is 2 per cent higher than in 2004 and 8 per cent higher than in 2003. The increase in overall utilization was due solely to the improvement of utilization in New York, as utilization had dipped slightly at all other duty stations. It is noteworthy that the benchmark of 80 per cent was surpassed in New York for the first time.

*Number of meetings*

| *Duty station* | *A (programmed)* | *B (added)* | *C (cancelled)* | *D (held)* | *E (reassigned)* | * | *F (minutes lost)* | *2003 UF* | *2004 UF* | *2005 UF* | ** |
|---|---|---|---|---|---|---|---|---|---|---|---|
| New York | 1 216 | 131 | 261 | 1 086 | 195 | 17 | 29 860 | 70 | 79 | 83 | 70 |
| Geneva | 542 | 1 | 15 | 528 | 0 | 0 | 7 310 | 89 | 91 | 90 | 90 |
| Vienna | 179 | 2 | 1 | 180 | 0 | 0 | 4 185 | 86 | 90 | 87 | 87 |
| Nairobi | 27 | 0 | 1 | 26 | 0 | 0 | 65 | 95 | 98 | 95 | 95 |
| **Total** | **1 964** | **134** | **278** | **1 820** | **195** | **17** | **41 420** | **77** | **83** | **85** | **77** |

* Related reassignments.

** Utilization factor, counting related reassignments only.

16. A detailed breakdown by body of the utilization statistics referred to above is contained in annex I. Categories for determining utilization in 2005 are the same as before. Credit for reassignment(s) in column E was given to a body regardless of whether the body to which the services were reassigned was related or not. Column (*) shows only those reassignments that are related, and column (**) indicates the utilization factor that would result if only related reassignments were to be counted. In the event that a cancelling body has no related bodies, "N/A" appears in that column. The time utilized for informal meetings or consultations held before the start, after the adjournment or instead of the officially scheduled meetings, when utilizing the same services and with due notification given to the Secretariat, is not recorded as time lost.

17. For the purposes of comparison, the following is a breakdown of the utilization factor for the bodies in the sample for the period from 2003 to 2005:

| | Number of sessions | | |
|---|---|---|---|
| *Utilization factor (percentage)* | *2003* | *2004* | *2005* |
| 0-19 | 1 | 0 | 1 |
| 20-29 | 0 | 1 | 0 |
| 30-39 | 0 | 0 | 1 |
| 40-49 | 0 | 1 | 0 |
| 50-59 | 9 | 1 | 0 |
| 60-69 | 6 | 4 | 5 |
| 70-79 | 13 | 16 | 11 |
| 80-100 | 41 | 47 | 50 |
| **Total** | **70** | **70** | **68** |

18. Thus, 74 per cent of the bodies in the sample showed a utilization factor of 80 per cent or higher in 2005, as compared with 67 per cent in 2004 and 59 per cent in 2003.

19. **Meeting ratio.** The following is a breakdown of the meeting ratio of the bodies in the sample from 2003 to 2005:

| | Number of sessions | | |
|---|---|---|---|
| *Meeting ratio (percentage)* | *2003* | *2004* | *2005* |
| 10-19 | — | — | 1 |
| 20-29 | — | — | 0 |
| 30-39 | 1 | 0 | 0 |
| 40-49 | 0 | 0 | 1 |
| 50-59 | 3 | 4 | 2 |
| 60-69 | 4 | 2 | 0 |
| 70-79 | 3 | 3 | 5 |
| 80-89 | 12 | 11 | 7 |
| 90-100+ | 47 | 50 | 52 |
| **Total** | **70** | **70** | **68** |

20. Thus in 2005, 87 per cent of the bodies in the sample had a meeting ratio of 80 per cent and above, the same as in 2004.

21. **Planning accuracy factor.** The following is a breakdown of the planning accuracy factor of the bodies in the sample from 2003 to 2005:

| | *Number of sessions* | | |
|---|---|---|---|
| *Planning accuracy factor (percentage)* | *2003* | *2004* | *2005* |
| 0-39 | 2 | 1 | 5 |
| 40-49 | 0 | 1 | 0 |
| 50-59 | 6 | 4 | 3 |
| 60-69 | 3 | 5 | 1 |
| 70-79 | 5 | 5 | 5 |
| 80-89 | 13 | 12 | 12 |
| 90-100 | 41 | 42 | 42 |
| **Total** | **70** | **70** | **68** |

22. Thus, in 2005, 79 per cent of the bodies had a planning accuracy factor of 80 per cent and above, a 2 per cent improvement over 2004.

**Conclusion**

23. **The overall utilization in 2005 continued to be well above the benchmark of 80 per cent, thanks to the improvement of utilization in New York, where there was an increase in the number of meetings programmed and held and a more efficient reassignment of services from cancelled meetings compared with the previous year. Reassignments of services from cancelled meetings rose from 48 per cent in 2004 to 75 per cent in 2005. Overall, the number of bodies that showed a utilization factor of 80 per cent and higher increased from 67 per cent in 2004 to 74 per cent in 2005. In addition, there was continued improvement in planning accuracy.**

## 2. Consultations with/letters to bodies concerning utilization of the conference services available to them

24. In order to identify measures to improve the utilization of services, in accordance with section II.A, paragraph 9, of General Assembly resolution 60/236 B, the Chairman of the Committee on Conferences, assisted by conference management and with the participation of the technical secretariat, consulted chairpersons of bodies that consistently utilize their conference-servicing resources below the established benchmark figure. Consultations are also ongoing between conference management and the technical secretariats of bodies that consistently underutilize services. These consultations focus on actual past utilization patterns, the duration or number of meetings and allocated services. Adjustments in actual servicing, but not in entitlements, are considered and implemented with the consent of the bodies concerned.

### 3. Provision of interpretation services to meetings of regional and other major groupings of Member States

25. The modality for servicing meetings of regional and other major groupings of Member States has not changed significantly for many years. Facilities and services are provided on an "as available" basis from existing resources not used by calendar bodies, mostly as a result of cancellations of interpretation services by those bodies. No specific servicing capacity has ever been allocated for this purpose. In section II.A, paragraph 4, of its resolution 60/236 B, the General Assembly requested the Secretary-General to ensure that, as far as possible, all requests for conference services for the meetings of regional and other major groupings of Member States are met. The statistical data in annex II provide a breakdown by regional and other major groupings of Member States at New York, Geneva, Vienna and Nairobi in 2005.

26. In New York, 100 per cent of the 913 requests for meetings without interpretation were granted. As to the provision of interpretation services, 192 of the 242 requests were granted, or a total of 80 per cent. In Geneva, 90 per cent of the 792 requests for meetings without interpretation and 90 per cent of the 66 requests for meetings with interpretation were granted. In Vienna, 100 per cent of the 417 requests for facilities were met. No request for interpretation services was made in Vienna. In Nairobi, 100 per cent of the 283 requests for meetings without interpretation were granted and 100 per cent of the 17 requests for the provision of interpretation services were granted.

27. Nonetheless, the strategies for servicing these meetings as described in the report of the Secretary-General (A/60/93) do differ among the four duty stations. In Geneva, conference services are sometimes provided from within existing resources as long as sufficient advance notice is given and the workload allows. In Vienna, given the limitation of having only one team of interpreters, regional groups do not request interpretation services for their meetings. In Nairobi, in addition to redeploying services from cancellations of calendar meetings, outside donors sometimes provide funds for interpretation services at the request of the United Nations Environment Programme or the United Nations Human Settlements Programme if services for a regional group meeting are considered imperative. In New York, committee secretaries are encouraged to incorporate the needs of regional groups into their programmes of work and allocate unused time for this purpose, but this initiative has not had any real impact. Consequently, the main strategy is still to reassign services from cancelled calendar meetings. It should be noted, however, that the utilization of these reassigned services by regional groups in New York in 2005, with two exceptions, was below the 80 per cent benchmark set for calendar bodies.

28. In section II.A, paragraph 8, of its resolution 60/236 B, the General Assembly noted that the improvements in the utilization factor of calendar bodies might entail a reduction in the availability of conference services for meetings of regional groups. It requested the Secretary-General to explore innovative ways to address the problem and report to the General Assembly through the Committee on Conferences.

29. Consultations in past years with bodies showing consistent underutilization of their mandated resources, as well as vigorous follow-up efforts by conference management in New York prior to the commencement of calendar sessions, have

resulted in a marked improvement in the overall utilization of both facilities and interpretation services, with notice of cancellations often being given a week or more in advance. Consequently, two options are proposed as set out below.

30. The first option is to piggyback onto a plan to allocate specific services on a weekly basis for meetings of those bodies shown in the calendar with an entitlement to meet "as required". At present, there are nine such bodies in the calendar of conferences and meetings of the United Nations that have no specific budgetary provision. Services for those ad hoc meetings traditionally have come from the two meetings per day allocated, as a practice, to the General Assembly, or from the unused resources of the Security Council. In the past, the General Assembly seldom used its allocation in full. In 2005 and 2006, however, the volume of General Assembly and Security Council activities increased to such an extent that it was sometimes impossible to provide services to the bodies in the "as required" category when requested. Therefore, in order to add more flexibility in servicing the calendar, two to three additional interpretation teams would be reserved per week specifically to handle the meetings of those bodies, which numbered 72 in 2005 and 71 in 2004. If the services are not required, they could then be added to the cancellations pool and reassigned to regional groups. In 2005, for example, 3,700 meetings were planned in the calendar, whereas 3,460 were programmed. Theoretically, therefore, 240 meetings, up to four per week, could have been allocated for "as required" bodies, since cancellations of calendar meetings occurred throughout the year, which could have balanced out the additional service requirements.

31. The second option is to earmark specific resources and funds to enhance the predictability for servicing these meetings. Full interpretation services could be set aside solely for such meetings. Alternatively, additional services could be built into the requirements of those intergovernmental bodies that require a substantial number of meetings of regional and other major groupings of Member States. The level of services would be programmed within the biennial calendar of conferences and meetings, thereby ensuring predictable and adequate services. This arrangement would require significant additional resources. Should the General Assembly wish to consider this proposal, the estimated resource requirements for the biennium 2006-2007 would be provided. Naturally, the demand for such services would be reviewed every biennium and adjusted when necessary.

**Conclusion**

32. **In the reporting period January-December 2005 compared to the corresponding period of 2004, there was a notable 34 per cent increase in the number of meetings requested and held without interpretation. This is an indication of much increased demand by Member States for facilities in Geneva, Nairobi and Vienna, while New York continued to be the location with the highest volume. The percentage of meetings held by regional and other major groupings of Member States that were provided with interpretation in the same reporting period increased to 87 per cent as compared with 85 per cent in the previous period.**

33. **With regard to innovative ways of servicing meetings of regional and other major groupings of Member States, the first option would lead to greater predictability, with no additional budgetary appropriations, although additional services for regional groups would still not be guaranteed. The**

**second option would guarantee services for regional group meetings since dedicated resources would be allocated.**

### 4. Improved utilization of conference facilities at the United Nations Office at Nairobi

34. In section II.A, paragraphs 10 and 11 of its resolution 60/236 B, the General Assembly reaffirmed that all meetings of Nairobi-based United Nations bodies should take place in Nairobi, except as otherwise authorized by the General Assembly or the Committee on Conferences acting on its behalf, and strongly discouraged any invitation to host meetings that would violate the headquarters rule at the United Nations Office at Nairobi. In 2005, the United Nations Office at Nairobi as well as the Nairobi-based United Nations bodies, the United Nations Environment Programme and the United Nations Human Settlements Programme, adhered strictly to the mandate.

35. During the biennium 2004-2005, there was a 40 per cent increase in the utilization rate for interpreters at the United Nations Office at Nairobi as compared with the biennium 2002-2003 (2002: 37 per cent; 2003: 31 per cent; 2004: 48 per cent; 2005: 47.4 per cent; up to 31 May 2006: 51.5 per cent). The utilization factor remains high at the United Nations Office at Nairobi with 96.25 per cent in 2005 and 100 per cent up to 31 May 2006.

36. In section II.B, paragraph 3 of its resolution 60/236 B, the General Assembly recognized the upgrading of the information technology capacity at the United Nations Office at Nairobi, which was essential for the successful achievement of integrated global management. In this regard, a regular budget P-3 information technology post was established in the first quarter of 2006 and is currently under recruitment, with an anticipated occupancy date in the third quarter of 2006. The establishment of this post, together with the other efforts undertaken by the Department for General Assembly and Conference Management at the United Nations Office at Nairobi in terms of sharing standard best practices and technological achievements, will strengthen the existing capacity at Nairobi.

### 5. Conference centre at the Economic Commission for Africa

37. In section II.A, paragraph 15, of its resolution 60/236 B, the General Assembly invited the Secretary-General to explore means to increase the utilization of the conference centre of the Economic Commission for Africa (ECA), bearing in mind the headquarters minimum operating security standards.

38. ECA is continuing to explore vigorously innovative ways to enhance further the development of its clientele and operations. These efforts will include the following:

(a) Building on the cooperative agreement already established and being implemented with the Division of Conference Services at the United Nations Office at Nairobi, especially the sharing of interpretation staff and services to minimize costs, which ECA believes is beneficial to both institutions;

(b) Establishing and developing linkages with other centres and bodies with a view to identifying and emulating best practices. In this regard, by the end of 2006, the management of the United Nations conference centre at Addis Ababa plans to conduct a fact-finding mission to Bangkok to explore avenues of

cooperation with the United Nations conference centre at the Economic and Social Commission for Asia and the Pacific;

(c) Revisiting the method and tools used to compile and analyse the utilization statistics of the conference centre at Addis Ababa, taking into account the activities of all other ECA support services not directly related to conference operations but currently using part of this facility (for example, United Nations health care, the print shop, the communication team and the training rooms of the Information Services Section) and aligning the methodology for presenting such statistics to other United Nations conference centres.

39. With respect to utilization of the conference centre at Addis Ababa, a good number of events previously booked in 2005 were cancelled, which brought down the utilization rate.

40. International and local corporations and academic institutions are being allowed to host events in the conference centre after screening, on a case-by-case basis, by the United Nations Security and Safety Service to ensure compliance with the United Nations headquarters minimum operating security standards. This new development is likely to contribute to increasing the utilization of the centre.

### C. Requests to meet during the regular session of the General Assembly (exceptions to section I, paragraph 7, of General Assembly resolution 40/243)

41. In section I, paragraph 7, of its resolution 40/243 of 18 December 1985, the General Assembly decided that no subsidiary organ of the Assembly could meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

42. Every year, a number of requests for exceptions to that rule are received. In accordance with established practice, the requests are first submitted to the Committee on Conferences, which then makes a recommendation to the Assembly.

43. Annex III to the present report contains the requests received to date from subsidiary organs of the General Assembly to meet at Headquarters during the sixty-first session of the Assembly, as well as relevant statistical information for the sixtieth session of the Assembly. Requests received after the submission of the present report will be issued in an addendum.

## IV. Document management

44. Advance planning, capacity planning and dynamic prioritization are the three pillars of the Department's proactive document management system covering the entire document cycle, from the adoption of the reporting mandates up to the issuance of reports to the requesting bodies. They are applied in tandem and, of necessity, with flexibility in a highly fluid situation.

## A. Submission

45. Advance planning is the basis of document management. By both slotting the time of submission in the light of the work programmes of intergovernmental bodies and exercising advance waiver management, the Department for General Assembly and Conference Management aims to improve timely submission of documents and better predict the incoming workload, which translate into greater ability for timely processing and issuance of documents in the most cost-effective manner.

### 1. Timely submission of documents

46. After years of strict enforcement and the gradual coming on board of the author departments, the timeliness of submission has improved steadily, although the overall level still shows room for improvement (see annex IV.A).

47. It should be noted that although the Department for General Assembly and Conference Management has been using a mandated 10-4-6 framework (i.e., submission 10 weeks before meetings, processing in 4 weeks and issuance 6 weeks before meetings) for planning and performance evaluation purposes, it has exercised certain flexibility. The Executive Board of the United Nations Development Programme and of the United Nations Population Fund, the United Nations Children's Fund and the Division for the Advancement of Women, for example, have opted for an 8-4-4 format for their pre-session reports owing to their more frequent meeting patterns. In other cases of late submission, however, the Department often finds itself in a dilemma: if it were strict with the slotting system, author departments would complain about not having enough time to prepare the reports, but if it approved a later submission deadline in its slotting negotiations with the author department, a strange situation would occur in which a document is submitted on time (i.e., in accordance with the negotiated submission deadline, but less than 10 or even 8 weeks before meetings), processed on time (within four weeks), but issued late (less than six weeks before meetings).

48. To compound the issue, a number of factors causing late submission are beyond the control of the Secretariat. For example, some reporting mandates are adopted too close to the meetings for which they are intended, or Member States are late in submitting inputs or reports, which delays the preparation of reports by the Secretariat. Those late submissions can have a very disruptive effect on the entire document-processing system.

#### Conclusion

49. **For the sake of transparency and accountability, slotting should adhere strictly to the mandates on submission, without exception. With regard to Secretariat-generated documents, the Department for General Assembly and Conference Management continues to work closely with the author departments for further improvement.**

50. **Since delays are often caused by factors beyond the control of the Secretariat, the General Assembly may wish to encourage Member States to submit their inputs before deadlines in order to ensure timely issuance of the mandated documents.**

### 2. Control and limitation of documentation

51. Despite both the general consensus on the need to control and limit documentation and the Secretariat's best efforts, problems persist, especially when reports do not originate in the Secretariat or are exempt from page limits. The former includes reports of intergovernmental bodies, where the Secretariat's ability to intervene is limited. The latter includes all reports to the International Law Commission in accordance with a General Assembly resolution. In general, large documents present a dilemma, as they usually need more time for preparation, necessitating later submission deadlines, while the Department for General Assembly and Conference Management needs more time for processing large documents, hence the need for earlier submission. When such reports have to be given priority owing to the closeness of their submission to the time of consideration, not only do they displace a large number of timely submissions, but they also disrupt orderly scheduling and processing, which in the simultaneous distribution environment has a multiplier effect.

#### Conclusion

52. **The General Assembly may wish to reiterate its decisions regarding the control and limitation of documentation, such as contained in its resolution 52/214 of 22 December 1997.**

53. **In order to ensure greater consistency in such mandates, the General Assembly may also wish to consider referring all exceptions to the documentation mandates to the Fifth Committee.**

## B. Processing and issuance

### 1. Capacity planning

54. Advance planning is but the first step in capacity planning. It enables the Department for General Assembly and Conference Management, inter alia, to regulate and forecast expected workload for the coming year and adjust it on a quarterly basis. Such expected workload is then backed up with the right amount of processing capacity, so as to prevent delays when workload peaks and to avoid waste in slow periods. Starting in 2005, the Department has been conducting such quarterly capacity planning exercises and reviews of lessons learned. Increasingly, these are found to be helpful to the managers in their daily operations.

55. By further achieving a balance in capacity across the units handling the six official languages, the Department is better able to alleviate bottlenecks that can cause substantial inefficiency and delays in the context of simultaneous distribution according to the principle of multilingualism. This predictability also enables the Department to utilize an optimal combination of processing methods, such as in-house, contractual and off-site. At this stage, capacity planning covers only the translation services and the Editorial Control Section. With more experience gained, it will be extended to other downstream processing units.

56. Advance planning provides indicative guidance for downstream capacity planning, while the availability of downstream capacity feeds into advance planning of document submission. This interactive process enhances the synergy of upstream planning and downstream processing. It should be cautioned, though, that matching

capacity with expected workload is no exact science. The fact that the Secretariat has to be responsive to an intergovernmental process that is fluid by nature determines that this approach has to be supplemented by other means in order to be more useful.

### 2. Dynamic prioritization

57. The Department for General Assembly and Conference Management is committed to ensuring four-week turnaround for documents within page limit. For the first half of 2006, the Department was able to reach 99.6 per cent, while the only two documents that missed the mark were issued 25 and 20 days before meetings. Obviously, late and/or lengthy submissions have become the sole source of late issuance.

58. While the upstream measures can alleviate fluctuations in workload, more dynamic adjustments have to be made throughout the processing stage to ensure timely issuance of documents. Consequently, a new prioritization system was introduced in 2006, under which all documents are assigned a priority rating. Generally speaking, category A includes all urgent documents, such as in-session documents; category B covers time-bound reports, such as pre-session documents; and category C covers lower-priority documents, such as publications. Documents are moved from one category to another as the time of their consideration approaches. Moreover, when excessive workload or late submissions make it impossible to process all documents in four weeks, the Department gives priority to those closer to consideration. The system is thus designed to fine-tune further the match between processing capacity and incoming workload and to ensure that the documents that are needed most urgently for deliberations by intergovernmental bodies are issued on time (see annex IV.B).

#### Conclusion

59. **Even with careful advance planning, at times overwhelming workload far exceeds the processing capacity. In addition, late, lengthy and surprise submissions can disrupt the plan. The General Assembly may wish to decide that when overwhelming work'oad, insufficient processing capacity and late submissions combine to make six-week issuance impracticable, the Department for General Assembly and Conference Management could give first priority to minimizing very late issuances rather than focusing on achieving six-week issuance.**

### 3. E-flow

60. The electronic document management system that supports e-flow, namely e-Doc, has been developed continuously and is now capable of performing a full range of critical functions. Starting from the end of August 2006, upon completion of training in electronic submission by the Department for General Assembly and Conference Management, all author departments will be able to submit slotted documents electronically; the internal assignment modules deployed to the translation and text-processing units will provide real-time, accurate statistics for productivity and management purposes. Pending migration to a new standard platform, e-Doc can already satisfy most of the operational needs of the Department.

61. In terms of training in information technology, all translators are now capable of using at least one electronic inputting method and a number of electronic supporting tools for referencing and terminology. In addition, a number of proactive measures have been proposed to improve the quality of electronic submissions, such as updating the editorial directive and installing automatic text-enhancement functions in e-Doc. Progress in all these areas helps to advance the virtualization of the Department's operations.

## C. Transparency and accountability

62. In accordance with the mandate of the General Assembly in its resolution 60/236 B, a clear accountability mechanism has been set up in the Secretariat for the submission, processing and issuance of documents.

63. To enhance transparency, which is the basis of accountability, the Department for General Assembly and Conference Management submits comprehensive annual reports to the Secretary-General and the Committee on Conferences; it negotiates and finalizes the slotting schedules with the author departments well in advance of the drafting of reports, and it gives regular early warnings to the author departments in the countdown to the relevant meetings. Beginning in 2005, for the purposes of enhancing transparency and inviting feedback from relevant bodies on ways to improve client satisfaction, the Department has been providing document service reports to the presiding officers of each session of intergovernmental bodies with pre-session documents. By the end of June 2006, a total of 29 reports had been provided and 10 responses received; there were no complaints about late issuance of documents. Moreover, whenever a problem is anticipated, the Under-Secretary-General for General Assembly and Conference Management writes to or meets with the presiding officers or heads of author departments concerned in search of preventive measures. The interdepartmental task force on documentation, chaired by the Assistant Secretary-General for General Assembly and Conference Management, also meets regularly to evaluate performance by department and consider actions for improvement.

64. As for the accountability mechanism, the Secretary-General has included timely submission of reports as a performance indicator in his annual compact with the heads of all departments. Likewise, the Office of Internal Oversight Services has agreed to include timeliness of submission of mandated documents as a performance indicator of author departments in the biennial programme performance report.

65. As the guardian of the document management system, the Department for General Assembly and Conference Management has put in place a much stricter internal accountability system. As an author department itself, the Department links the performance evaluation of staff members involved in document preparation with their submission compliance evaluation, and it has achieved 100 per cent timely submission. As the processing department, its departmental management group examines monthly document management reports to review experiences, identify problems, hold accountable any unit or manager responsible for delays, take immediate remedial measures and decide on new proactive measures. Quarterly exercises on lessons learned are conducted to improve continuously the document management system.

**Conclusion**

66. **At this stage, transparency and accountability are firmly in place within the Department for General Assembly and Conference Management. With the introduction of the accountability mechanism, as recommended by the Office of Internal Oversight Services, there is expected to be greater transparency and accountability throughout the Secretariat.**

67. **It would be useful for intergovernmental bodies to give candid and timely feedback on document service reports provided by the Department. The Committee on Conferences may wish to encourage all meeting bodies to do so.**

# V. Translation- and interpretation-related matters

## A. Workload standards

68. The review of the existing workload standards for specific categories of conference-servicing staff has led to the conclusion that such standards are a rather crude, one-dimensional measure of performance, focusing on quantity of output alone at the level of individual staff members. Since one of the key concepts of the ongoing reform of the Department for General Assembly and Conference Management is to manage its various operations from a full-system perspective and, given the multidimensional nature of the goals of the Department, there is clearly a need to supplement these standards with more meaningful and multidimensional measures of performance, such as timeliness of delivery and quality of services. Such measures will allow Member States to better evaluate the Department's performance against the expected accomplishments, as set out in the strategic framework.

69. Responding to the General Assembly's request that the Department develop a comprehensive methodology for performance measurement and management from a full-system perspective, the Department proposes to report to the General Assembly on a regular basis, beginning in 2007, an additional array of indicators on timeliness, quality, financial performance and client satisfaction. This new "balanced scorecard" approach would shift the emphasis to broader, higher-level metrics of full-system performance and would allow more timely, more targeted action to be taken in response to any weaknesses detected.

## B. Self-revision

70. In successive resolutions on the pattern of conferences adopted since 1996, the General Assembly has expressed concern over rates of self-revision in excess of the benchmark of 45 per cent. It has taken the view that reducing self-revision is crucial to ensure the requisite quality of translations. When done by seasoned and skilled translators, self-revision should yield translations of the highest quality. More often than not, problems in self-revised translations stem from the speed at which a text has had to be translated because of a tight deadline and/or the length of the text, which had necessitated dividing it up among several self-revisers, with little or no coordination due to time pressure.

71. An appropriate level of self-revision should be set having regard to the grading structure and experience level of the unit concerned and the nature of its workload (such as subject matter, volume and timing of work), which can and do change from time to time, from duty station to duty station and from language unit to language unit. One measure the Department has taken to tighten quality control of self-revised texts is systematic spot-checking of texts produced on a self-revised basis. It is hoped that the proactive approach to document management that is being pursued vigorously by the Department will bring about greater discipline and predictability in the submission of documents by author departments, thereby reducing time constraints and lessening the need to resort to self-revision to meet tight deadlines.

72. If the General Assembly decides that it is imperative to adhere to the 45 per cent benchmark, it would be necessary to recalibrate the ratio of revisers to translators in all translation units at all duty stations and this would very likely mean adding more posts. The ideal ratio of reviser to translator posts would be very nearly 1 to 1 (1.16:1, to be precise). Achieving that ratio by eliminating P-4/P-5 posts is not a viable option, as it would reduce the overall capacity of the translation units to a point where they would be unable to cope with the existing workload. It can only be done by adding junior level (P-2/P-3) posts, which would provide needed capacity and afford a cushion that would make possible more stringent quality control. Taking the Department at Headquarters as an example, if the existing 186 P-4/P-5 posts are retained, the ideal ratio would require 185 P-2/P-3 posts, or 65 more than exist currently.

## C. Summary records

73. As mandated by the General Assembly, the Department for General Assembly and Conference Management initiated a project at Headquarters in 2005 to clear the backlog of summary records and brought about a marked improvement in the situation: all records of meetings held in 2005 had been issued by 31 March 2006; all records of meetings held in 2004 had been issued by 23 December 2005; and all records of meetings held in 2003 will have been completed by August 2006. Older backlog relating to 2002 and earlier is being tackled in reverse chronological order as capacity becomes available.

74. Parallel to this effort, a pilot project was undertaken during the sixtieth session of the General Assembly to issue all the summary records of the regular session within three months of its close. That target was met successfully. It is now felt that with improved capacity planning and proactive document management, it should be possible to sustain this pace of issuance at Headquarters within the existing capacity, assuming that the volume and the timing of the overall documentation workload remain substantially unchanged.

75. In the light of the above, the practical and financial implications of the various approaches proposed by the Secretary-General in his report to the fifty-ninth session (A/59/172) are set out below.

### 1. Replacing summary records with digital recordings

76. This option would dispense with the need for the preparation of summaries in the drafting language and for translation into the other five languages, and would obviously eliminate the need for printing and distribution. In 2005, some 1,828

staff-days were devoted to the drafting of summary records alone. The key issue here is to ensure a clear understanding on the part of all concerned that only the recording of the floor (namely, all statements in the original language) can be regarded as authentic and as having any official status, since the interpretation may be incomplete or otherwise unreliable.

### 2. Reducing the number of bodies entitled to summary records

77. In 2005, the Secretariat continued its consultations with the bodies entitled to summary records on the possibility of relinquishing or curtailing their use of summary records. Of a total of 37 replies received, only one body expressed willingness to accept digital sound recordings of its proceedings. The great majority (23) wished to retain their entitlements, 12 bodies favoured the provisional issuance of summary records in the original language, with non-simultaneous issuance in the other languages at a later stage, and one body requested more information on technical and budgetary implications of the options. Many of the bodies that replied underscored the importance and utility of summary records as the official record of their proceedings and as a basis for the preparation of committee reports and related parliamentary documentation. As the bodies consulted account for close to 50 per cent of all summary records produced in 2005, indications are that the scope for speeding up the issuance of summary records through this option is quite limited.

### 3. Concentrating précis-writing in the English Translation Service

78. In 2005, the English Translation Service drafted all summary records. Since that Service was already covering all meetings with summary records outside the regular session of the General Assembly, the financial implications of its taking on all précis-writing were limited to the additional temporary assistance costs required to cover the meetings of the Main Committees of the General Assembly that were previously handled by other services. For the sixtieth session, the additional temporary assistance requirement was approximately 328 work-days, at a cost of $253,870.

### 4. Restricting the length of summary records to 5,000 words

79. In 2005, the average length of a summary record was 4,615 words. While the average length of the summary records of the Main Committees of the General Assembly, 5,199 words, did not exceed the suggested limit by much, 122 of the 218 meetings of Main Committees exceeded the limit by a total of 301,530 words, which is equivalent to 1,092 staff-days at the translation stage. Précis-writers are already instructed to strive for maximum conciseness consistent with accuracy and balance. It takes more time to prepare a shorter summary that is accurate and balanced than to produce a longer one that is less analytical and includes more detail. However, the additional time spent at the précis-writing stage would yield substantial dividends at the translation stage.

### 5. Eliminating publishing and distribution of summary records

80. This option produces savings only in publishing and distribution, as summary records would still be drafted in one language and translated into all the others. These costs, totalling $38,667 for 2005, are relatively small in relation to the overall cost of drafting, translating and text-processing summary records.

## D. Quality of language services and qualified language staff

81. Improving the quality of language services is a constant pursuit of the Secretariat. As the clients are the best and final judges of quality, the Department for General Assembly and Conference Management pays close attention to client satisfaction by means of regular surveys of intergovernmental bodies and twice-yearly informational meetings with Member States on the quality of language services, though participation by Member States in both exercises has been quite low.

82. The Department has adopted an array of methods to improve quality, such as recruiting only the best qualified staff, putting in place operational guidelines and procedures, providing adequate tools and support services for language staff, and offering on-the-job training and external study opportunities. On a daily basis, revision of translation and monitoring of interpretation continue to be the primary quality control mechanism. Chiefs of language units spot check the work done by their staff at all levels. Moreover, the Department takes the complaints of Member States about quality very seriously. All complaints are thoroughly investigated to diagnose the causes, and immediate action is taken to redress the problems and avoid any recurrences.

83. A major challenge for the Secretariat is the considerable demographic change in the language services, as a result of which as many as half the staff members have less than five years' service in some units. Between 2006 and 2011, another 20 per cent of all language staff at Headquarters will retire. Furthermore, there has been a decline in the number of applicants for United Nations language examinations in recent years, as the language professions in the United Nations seem to be losing their appeal; fewer universities are offering courses relevant to the work of the United Nations; and fewer students are studying languages in the countries where some of the United Nations official languages are used, portending a shrinking pool of skilled linguists in the near future.

84. This is a problem felt acutely by all intergovernmental bodies and regional organizations. Thus, at the last International Annual Meeting on Language Arrangements, Documentation and Publications (IAMLADP) held in June 2006, a statement was adopted which recommended the enhancement of both internal and external training programmes and the further development of staff exchange programmes between organizations (see annex V).

**Conclusion**

85. **Efforts to enhance the quality of language services and staff training and to replenish the ranks of the language services will be a major priority of the Department in the year ahead.**

86. **In cooperation with other international organizations, the Secretariat will participate in outreach activities targeting universities that train language professionals in order to make them aware of the staffing needs of the international organizations, and to help develop their curricula to ensure that graduates are equipped properly to function effectively in international organizations.**

# VI. Concluding observations

87. The operations of the Department for General Assembly and Conference Management are multifaceted, and so are its goals mandated by the General Assembly. Through comprehensive reform, now in its fifth year, the Department has significantly changed the way it operates, transforming from reactive conference-servicing into proactive conference management. Starting out with a comprehensive and coordinated plan, the Department has taken steady steps and has been willing and able to make adjustments when necessary, bearing in mind the overall objectives of the Secretariat. A lot has been accomplished, but there is still much room for improvement. The Department intends to exert greater efforts to better meet the requirements of the intergovernmental process.

## Annex I

# Meeting statistics of a core sample of United Nations bodies

A Number of meetings programmed by a given organ at a scheduled session;

B Number of additional meetings held during the session;

C Number of meetings cancelled during the session;

D Number of meetings actually held;

E Total number of reassignments;

F Amount of time lost owing to late starting/early ending (hours and minutes rounded to the nearest five minutes, e.g. 5.25 = 5 hours and 25 minutes);

MR Meeting ratio, calculated as meetings held as a percentage of meetings available to a given body (D as a percentage of A);

PAF Planning accuracy factor, calculated as meetings planned, minus additional meetings, minus cancellations, all as a percentage of meetings planned (A minus B minus C as a percentage of A);

UF Utilization factor, the percentage of available conference resources actually used by the organ in question. The utilization factor is based on the following calculation:

$$\frac{(A+B) - (C-E) - (F/3)}{(A+B)} \quad UF$$

In the foregoing calculation, the number of minutes/hours lost as a result of late starting and early ending is converted into the equivalent of meetings lost by dividing the total by three, as the standard meeting time is three hours. The number of reassignments is subtracted from the number of cancelled meetings. The difference between the two and the number of meetings lost are then subtracted from the sum of meetings planned and additional meetings held. The result is expressed as a percentage of the sum of meetings planned and additional meetings held.

*Note:* In the calculation of UF, in order to better reflect the utilization of time, instead of the number of meetings, the total duration of meetings in minutes is counted under A, B, C, D, E and F;

CI Issuance compliance index, calculated first as the percentage of pre-session documentation issued in accordance with the six-week rule and again as the percentage of documentation issued four weeks before the start of the session;

AI Availability index, calculated as the actual rate of delivery presented on a week-by-week basis;

* Number of related reassignments;

** Utilization factor that would result if only related reassignments were credited.

The statistics are compiled in accordance with the methodology adopted by the Committee on Conferences at its 348th meeting, held on 18 May 1993.

## A. New York

| | A | B | C | D | E | * | F | MB | PAE | UF | ** | Minutes | aCI 6wks | aCI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General Assembly, Fifth Committee | | | | | | | | | | | | | | | | | | | | |
| resumed fifty-ninth session, 7 March-1 April 2005 | 37 | 31 | 26 | 42 | 26 | 0 | 10.15/2.45 | 114 | -54 | 94 | 55 | 780 | 0 | 0 | 0 | 0 | 0 | 14 | 14 | 71 |
| 2-27 May 2005 | 40 | 15 | 12 | 43 | 12 | 0 | 7.30/4.45 | 108 | 33 | 93 | 71 | 735 | 67 | 71 | 2 | 2 | 4 | 0 | 11 | 13 |
| resumed fifty-eighth session, 10 March-2 April 2004 | 36 | 3 | 5 | 34 | 1 | 0 | 7.45/9.05 | 94 | 78 | 75 | 73 | 1 010 | 0 | 0 | 0 | 0 | 23 | 0 | 8 | 69 |
| 3-28 May 2004 | 38 | 9 | 3 | 44 | 2 | 0 | 8.00/2.10 | 116 | 68 | 91 | 86 | 610 | 65 | 71 | 2 | 4 | 2 | 8 | 0 | 18 |
| resumed fifty-seventh session, 3-28 March 2003 | 40 | 0 | 7 | 33 | 7 | 4 | 12.10/6.25 | 83 | 83 | 85 | 77 | 1 115 | 26 | 26 | 0 | 0 | 0 | 16 | 26 | 32 |
| 5-30 May 2003 | 38 | 0 | 4 | 34 | 4 | 2 | 8.05/4.20 | 89 | 89 | 89 | 84 | 745 | 18 | 26 | 2 | 6 | 0 | 16 | 18 | 20 |
| Commission on the Status of Women | | | | | | | | | | | | | | | | | | | | |
| forty-ninth session, 28 February-11 March 2005 | 21 | 2 | 0 | 23 | 0 | N/A | 4.05/1.00 | 110 | 90 | 93 | N/A | 305 | 0 | 15 | 0 | 15 | 31 | 23 | 0 | 31 |
| forty-eighth session, 1-12 March 2004 | 20 | 7 | 0 | 27 | 0 | N/A | 6.30/5.00 | 135 | 65 | 86 | N/A | 690 | 9 | 41 | 27 | 5 | 23 | 9 | 9 | 18 |
| forty-seventh session, 3-14 March 2003 | 20 | 0 | 0 | 20 | 0 | N/A | 6.40/4.20 | 100 | 100 | 82 | N/A | 660 | 7 | 31 | 12 | 12 | 45 | 7 | 5 | 12 |
| Advisory Committee on Administrative and Budgetary Questions | | | | | | | | | | | | | | | | | | | | |
| 17 May-15 July 2005 | 83 | 0 | 3 | 80 | 2 | N/A | 6.50/9.30 | 96 | 96 | 92 | N/A | 980 | N/A | | | | | | | |
| 4-28 May 2004 | 38 | 0 | 11 | 27 | 7 | N/A | 2.30/10.45 | 71 | 71 | 78 | N/A | 795 | N/A | | | | | | | |
| 6 May-18 July 2003 | 103 | 0 | 18 | 85 | 3 | N/A | 8.25/45.15 | 83 | 83 | 68 | N/A | 3 220 | N/A | | | | | | | |
| Committee on Conferences | | | | | | | | | | | | | | | | | | | | |
| 19-27 September 2005 | 10 | 3 | 0 | 13 | 0 | N/A | 3.15/0.15 | 130 | 70 | 91 | N/A | 210 | 50 | -50 | 0 | 0 | 0 | 0 | 0 | 50 |
| 7, 8 and 10 September 2004 | 8 | 0 | 0 | 8 | 0 | N/A | 1.40/0.00 | 100 | 100 | 93 | N/A | 100 | 50 | 100 | 0 | 50 | 0 | 0 | 0 | 0 |
| 8, 10 and 12 September 2003 | 10 | 0 | 2 | 8 | 2 | N/A | 1.50/1.20 | 80 | 80 | 89 | N/A | 190 | 0 | 33 | 33 | 0 | 0 | 33 | 33 | 0 |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | iCT 6wks | iCT 4wks | Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| General Assembly, Fifth Committee | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, 2005 | 112 | 48 | 21 | 139 | 19 | 12 | 17.40/18.20 | 124 | 38 | 91 | 87 | 2 160 | 34 | 49 | 7 | 8 | 3 | 11 | 16 | 21 |
| fifty-ninth session, 2004 | 113 | 22 | 12 | 123 | 10 | 10 | 28.30/9.00 | 109 | 70 | 89 | 89 | 2 250 | 24 | 30 | 2 | 4 | 2 | 7 | 12 | 49 |
| fifty-eighth session, 2003 | 109 | 0 | 14 | 95 | 10 | 10 | 28.30/9.00 | 87 | 87 | 85 | 85 | 2 250 | N/A | | | | | | | |
| Committee for Programme and Coordination, organizational session | | | | | | | | | | | | | | | | | | | | |
| 11 May 2005 | 1 | 0 | 0 | 1 | 0 | N/A | 0.20/0.00 | 100 | 100 | 89 | N/A | 20 | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1 June 2004 | 2 | 0 | 1 | 1 | 1 | N/A | 0.15/0.00 | 50 | 50 | 96 | N/A | 15 | 14 | 57 | 29 | 14 | 29 | 14 | 0 | 0 |
| 5 May 2003 | 1 | 0 | 0 | 1 | 0 | N/A | 0.15/2.15 | 100 | 100 | 17 | N/A | 150 | 15 | 31 | 8 | 8 | 38 | 15 | 0 | 15 |
| UNCITRAL — Working Group on Arbitration | | | | | | | | | | | | | | | | | | | | |
| forty-second session, 10-14 January 2005 (New York) | 10 | 0 | 0 | 10 | 0 | N/A | 3.10/0.35 | 100 | 100 | 88 | N/A | 225 | 50 | 100 | 0 | 0 | 0 | 0 | 0 | 0 |
| fortieth session, 23-27 February 2004 (New York) | 10 | 0 | 0 | 10 | 0 | N/A | 3.10/3.30 | 100 | 100 | 78 | N/A | 400 | 21 | 22 | 0 | 0 | 0 | 0 | 0 | 78 |
| thirty-ninth session, 10-14 November 2003 | 10 | 0 | 0 | 10 | 0 | N/A | 2.10/1.30 | 100 | 100 | 88 | N/A | 220 | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 50 |
| Advisory Committee on Administrative and Budgetary Questions | | | | | | | | | | | | | | | | | | | | |
| 1 February-22 April 2005 | 79 | 0 | 4 | 75 | 0 | N/A | 6.35/10.15 | 10 | 95 | 88 | N/A | 1 010 | N/A | | | | | | | |
| 3 February-26 March 2004 | 76 | 0 | 9 | 67 | 4 | N/A | 6.45/19.45 | 88 | 88 | 82 | N/A | 1 590 | N/A | | | | | | | |
| 4 February-28 March 2003 | 73 | 0 | 14 | 59 | 5 | N/A | 6.25/58.40 | 81 | 81 | 58 | N/A | 3 905 | N/A | | | | | | | |
| Committee for Programme and Coordination | | | | | | | | | | | | | | | | | | | | |
| forty-fifth session, 6 June-1 July 2005 | 40 | 4 | 4 | 40 | 4 | N/A | 9.35/8.10 | 100 | 80 | 87 | N/A | 1 065 | 25 | 47 | 14 | 8 | 14 | 14 | 4 | 22 |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | iCJ 6wks | iCJ 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| forty-fourth session, 7 June-2 July 2004 | 40 | 2 | 4 | 38 | 3 | N/A | 8.05/2.30 | 95 | 85 | 89 | N/A | 635 | 8 | 21 | 5 | 8 | 14 | 32 | 11 | 22 |
| forty-third session, 9 June-3 July 2003 | 37 | 8 | 3 | 42 | 1 | N/A | 5.50/2.25 | 114 | 70 | 89 | N/A | 495 | 8 | 16 | 3 | 5 | 13 | 21 | 28 | 21 |
| Human Rights Committee | | | | | | | | | | | | | | | | | | | | |
| eighty-third session, 14 March-1 April 2005 (New York) | 26 | 1 | 0 | 27 | 0 | N/A | 4.15/6.25 | 104 | 96 | 87 | N/A | 640 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 |
| eightieth session, 15 March-2 April 2004 (New York) | 30 | 2 | 1 | 31 | 0 | N/A | 4.20/2.05 | 103 | 90 | 90 | N/A | 385 | 69 | 84 | 15 | 0 | 15 | 0 | 0 | 0 |
| seventy-seventh session, 17 March-4 April 2003 (Geneva) | 30 | 0 | 1 | 29 | 0 | N/A | 3.05/3.15 | 97 | 97 | 90 | N/A | 380 | 36 | 50 | 9 | 5 | 5 | 14 | 14 | 14 |
| General Assembly, Sixth Committee | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, 2005 | 32 | 1 | 4 | 29 | 4 | N/A | 5.20/8.20 | 91 | 84 | 86 | N/A | 820 | 44 | 55 | 0 | 11 | 11 | 0 | 22 | 11 |
| fifty-ninth session, 2004 | 38 | 1 | 6 | 33 | 4 | N/A | 7.15/12.20 | 87 | 82 | 78 | N/A | 1 155 | 53 | 65 | 6 | 6 | 0 | 6 | 6 | 23 |
| fifty-eighth session, 2003 | 48 | 4 | 9 | 43 | 4 | N/A | 8.50/17.20 | 90 | 73 | 74 | N/A | 1 570 | N/A | | | | | | | |
| Statistical Commission | | | | | | | | | | | | | | | | | | | | |
| thirty-sixth session, 1-4 March 2005 | 8 | 0 | 0 | 8 | 0 | N/A | 3.00/0.35 | 100 | 100 | 85 | N/A | 215 | 14 | 47 | 29 | 4 | 11 | 29 | 14 | 0 |
| thirty-fifth session, 2-5 March 2004 | 6 | 2 | 1 | 7 | 0 | N/A | 1.55/0.05 | 117 | 50 | 79 | N/A | 120 | 78 | 90 | 12 | 0 | 6 | 0 | 3 | 0 |
| thirty-fourth session, 4-7 March 2003 | 8 | 0 | 2 | 6 | 1 | N/A | 0.45/1.30 | 75 | 75 | 78 | N/A | 135 | 54 | 89 | 14 | 21 | 0 | 0 | 0 | 11 |
| Advisory Committee on Administrative and Budgetary Questions | | | | | | | | | | | | | | | | | | | | |
| 29 August-23 December 2005 | 151 | 0 | 27 | 124 | 18 | N/A | 4.45/48.55 | 82 | 82 | 82 | N/A | 3 220 | N/A | | | | | | | |
| 7 September-24 December 2004 | 141 | 0 | 28 | 113 | 13 | N/A | 10.25/33.50 | 80 | 80 | 80 | N/A | 2 655 | N/A | | | | | | | |
| 2 September-19 December 2003 | 151 | 0 | 73 | 78 | 30 | N/A | 7.05/69.45 | 52 | 52 | 55 | N/A | 4 610 | N/A | | | | | | | |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | iCI 6wks | iCI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UNICEF, Executive Board, first regular session | | | | | | | | | | | | | | | | | | | | |
| 17-19 January 2005 | 6 | 0 | 0 | 6 | 0 | N/A | 1.40/1.35 | 100 | 100 | 82 | N/A | 195 | 0 | 50 | 0 | 50 | 0 | 0 | 25 | 25 |
| 19-22 January 2004 | 8 | 0 | 1 | 7 | 0 | N/A | 0.55/3.50 | 88 | 88 | 68 | N/A | 285 | 25 | 75 | 50 | 0 | 25 | 0 | 0 | 0 |
| 13-17 January 2003 | 10 | 0 | 4 | 6 | 2 | N/A | 1.00/1.15 | 60 | 60 | 73 | N/A | 135 | 32 | 52 | 12 | 8 | 12 | 28 | 0 | 4 |
| Committee on Non-Governmental Organizations | | | | | | | | | | | | | | | | | | | | |
| 5-18 January and 9-20 May 2005 | 36 | 7 | 6 | 37 | 3 | N/A | 13.30/1.45 | 103 | 64 | 81 | N/A | 915 | 7 | 30 | 19 | 4 | 13 | 14 | 42 | 0 |
| 10-28 May 2004 | 30 | 0 | 0 | 30 | 0 | N/A | 13.15/2.25 | 100 | 100 | 83 | N/A | 940 | 5 | 20 | 5 | 10 | 10 | 0 | 5 | 65 |
| 5-23 May and 15-19 December 2003 | 40 | 0 | 2 | 38 | 1 | N/A | 24.10/7.20 | 95 | 95 | 71 | N/A | 1 890 | 0 | 0 | 0 | 0 | 0 | 5 | 11 | 16 |
| Commission for Social Development | | | | | | | | | | | | | | | | | | | | |
| forty-third session, 9-18 February 2005 | 19 | 0 | 2 | 17 | 2 | 0 | 4.05/7.00 | 89 | 89 | 81 | 70 | 665 | 14 | 71 | 0 | 57 | 0 | 0 | 14 | 14 |
| forty-second session, 4-13 February 2004 | 16 | 3 | 0 | 19 | 0 | 0 | 6.40/9.35 | 119 | 81 | 71 | 71 | 975 | 43 | 100 | 0 | 57 | 0 | 0 | 0 | 0 |
| forty-first session, 10-21 February 2003 | 15 | 1 | 4 | 12 | 0 | 0 | 3.30/7.20 | 80 | 67 | 52 | 52 | 650 | 9 | 9 | 0 | 0 | 9 | 27 | 50 | 5 |
| General Assembly | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, plenary 2005 | 129 | 5 | 77 | 57 | 64 | | 11.40/30.35 | 44 | 36 | 80 | 32 | 2 535 | 50 | 71 | 8 | 13 | 11 | 6 | 4 | 6 |
| fifty-ninth session, plenary 2004 | 119 | 0 | 39 | 80 | 24 | 0 | 15.15/25.55 | 67 | 67 | 76 | 56 | 2 470 | 35 | 51 | 8 | 8 | 4 | 4 | 6 | 35 |
| fifty-eighth session, plenary 2003 | 139 | 5 | 57 | 87 | 23 | 4 | 12.55/20.40 | 63 | 55 | 69 | 55 | 2 015 | | | | | | | | |
| General Assembly, First Committee | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, plenary 2005 | 27 | 1 | 4 | 24 | 3 | 0 | 1.45/11.55 | 89 | 81 | 80 | 69 | 820 | 58 | 64 | 3 | 3 | 6 | 3 | 3 | 25 |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | iCT 6wks | iCT 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| fifty-ninth session, plenary 2004 | 27 | 1 | 3 | 25 | 0 | 0 | 6.00/8.50 | 89 | 89 | 71 | 71 | 890 | 41 | 47 | 2 | 4 | 8 | 0 | 6 | 39 |
| fifty-eighth session, plenary 2003 | 28 | 0 | 3 | 25 | 3 | 0 | 4.42/14.25 | 89 | 89 | 78 | 67 | 1 120 | N/A | | | | | | | |
| UNICEF, Executive Board, annual session | | | | | | | | | | | | | | | | | | | | |
| 6-10 June 2005 | 10 | 0 | 0 | 10 | 0 | N/A | 2.20/4.00 | 100 | 100 | 79 | N/A | 380 | 0 | 93 | 0 | 93 | 4 | 4 | 0 | 0 |
| 7-11 June 2004 | 10 | 0 | 1 | 9 | 0 | N/A | 0.15/0.50 | 90 | 90 | 86 | N/A | 65 | 25 | 68 | 36 | 21 | 11 | 4 | 3 | 0 |
| 2-6 June 2003 | 8 | 0 | 0 | 8 | 0 | N/A | 1.15/1.30 | 100 | 100 | 89 | N/A | 165 | 8 | 33 | 4 | 21 | 38 | 13 | 8 | 4 |
| UNDP/UNFPA, Executive Board, second regular session | | | | | | | | | | | | | | | | | | | | |
| 6-9 September 2005 | 8 | 0 | 0 | 8 | 0 | N/A | 2.00/3.35 | 100 | 100 | 77 | N/A | 335 | 0 | 24 | 0 | 24 | 24 | 16 | 16 | 20 |
| 20-24 September 2004 | 10 | 0 | 0 | 10 | 0 | N/A | 2.10/2.15 | 100 | 100 | 85 | N/A | 265 | 4 | 25 | 21 | 0 | 4 | 4 | 29 | 38 |
| 8-12 September 2003 | 10 | 0 | 0 | 10 | 0 | N/A | 3.55/9.40 | 100 | 100 | 55 | N/A | 815 | 13 | 40 | 20 | 7 | 7 | 20 | 13 | 20 |
| General Assembly, Special Political and Decolonization Committee (Fourth Committee) | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, 2005 | 27 | 1 | 3 | 25 | 3 | N/A | 5.10/14.10 | 93 | 85 | 77 | N/A | 1 160 | 65 | 71 | 6 | 0 | 6 | 6 | 6 | 12 |
| fifty-ninth session, 2004 | 27 | 0 | 3 | 24 | 1 | N/A | 6.00/6.05 | 89 | 89 | 78 | N/A | 725 | 47 | 58 | 0 | 11 | 11 | 10 | 5 | 16 |
| fifty-eighth session, 2003 | 27 | 4 | 4 | 27 | 4 | N/A | 6.10/12.45 | 100 | 70 | 80 | N/A | 1 135 | N/A | | | | | | | |
| General Assembly, Second Committee | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, 2005 | 51 | 5 | 10 | 46 | 5 | 0 | 8.00/15.45 | 90 | 71 | 77 | 68 | 1 425 | 57 | 86 | 11 | 18 | 11 | 0 | 0 | 4 |
| fifty-ninth session, 2004 | 55 | 2 | 16 | 41 | 8 | 1 | 9.05/13.20 | 75 | 67 | 73 | 61 | 1 345 | 20 | 47 | 10 | 17 | 3 | 17 | 13 | 20 |
| fifty-eighth session, 2003 | 72 | 7 | 25 | 54 | 7 | 2 | 15.40/18.55 | 75 | 56 | 63 | 56 | 2 075 | N/A | | | | | | | |
| General Assembly, Third Committee | | | | | | | | | | | | | | | | | | | | |
| sixtieth session, 2005 | 65 | 0 | 15 | 50 | 10 | 1 | 9.45/20.15 | 77 | 77 | 77 | 63 | 1 800 | 24 | 47 | 11 | 12 | 11 | 14 | 18 | 10 |
| fifty-ninth session, 2004 | 66 | 0 | 12 | 54 | 5 | 0 | 16.30/22.35 | 82 | 82 | 70 | 62 | 2 345 | 27 | 55 | 13 | 15 | 12 | 12 | 3 | 18 |
| fifty-eighth session, 2003 | 74 | 0 | 12 | 62 | 4 | 0 | 16.55/30.50 | 84 | 84 | 68 | 62 | 2 865 | N/A | | | | | | | |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | ICT 5wks | ICI 4wks | A/ Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Commission on Population and Development | | | | | | | | | | | | | | | | | | | | |
| thirty-eighth session, 4-8 April 2005 | 10 | 0 | 2 | 8 | 2 | 0 | 5.00/2.10 | 80 | 80 | 76 | 56 | 430 | 45 | 99 | 45 | 9 | 0 | 0 | 0 | 0 |
| thirty-seventh session, 22-26 March 2004 | 10 | 0 | 2 | 8 | 0 | 0 | 1.40/0.00 | 80 | 80 | 74 | 74 | 100 | 86 | 100 | 0 | 14 | 0 | 0 | 0 | 0 |
| thirty-sixth session, 31 March-4 April 2003 | 10 | 0 | 3 | 7 | 1 | 1 | 1.15/3.20 | 70 | 70 | 65 | 65 | 275 | 38 | 101 | 38 | 25 | 0 | 0 | 0 | 0 |
| Committee on Contributions | | | | | | | | | | | | | | | | | | | | |
| sixty-fifth session, 6-24 June 2005 | 22 | 0 | 5 | 17 | 3 | N/A | 4.40/7.15 | 77 | 77 | 73 | N/A | 715 | 0 | 0 | 0 | 0 | 17 | 0 | 17 | 67 |
| sixty-fourth session, 7-25 June 2004 | 21 | 0 | 3 | 18 | 1 | N/A | 3.05/3.25 | 86 | 86 | 80 | N/A | 390 | 55 | 77 | 0 | 22 | 11 | 11 | 0 | 0 |
| sixty-third session, 2-27 June 2003 | 30 | 0 | 4 | 26 | 3 | N/A | 6.00/9.15 | 87 | 87 | 80 | N/A | 915 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 |
| Economic and Social Council, substantive session | | | | | | | | | | | | | | | | | | | | |
| 29 June-27 July 2005 (New York) | 43 | 0 | 6 | 37 | 2 | 0 | 8.10/14.40 | 86 | 86 | 73 | 68 | 1 370 | 35 | 50 | 3 | 12 | 8 | 11 | 14 | 17 |
| 28 June-23 July 2004 (New York) | 42 | 1 | 1 | 42 | 1 | 1 | 11.25/16.45 | 88 | 95 | 78 | 78 | 1 690 | 23 | 37 | 4 | 10 | 3 | 7 | 6 | 30 |
| 30 June-25 July 2003 (Geneva) | 48 | 6 | 1 | 53 | 0 | N/A | 8.25/18.35 | 110 | 85 | 81 | N/A | 1 620 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| UNDP/UNFPA, Executive Board, first regular session | | | | | | | | | | | | | | | | | | | | |
| 24-28 January 2005 | 8 | 0 | 0 | 8 | 0 | N/A | 3.40/2.50 | 100 | 100 | 73 | N/A | 390 | 0 | 45 | 0 | 45 | 4 | 4 | 14 | 32 |
| 27-30 January 2004 | 8 | 0 | 2 | 6 | 0 | N/A | 1.35/0.35 | 75 | 75 | 66 | N/A | 130 | 15 | 35 | 20 | 0 | 10 | 15 | 5 | 35 |
| 20-24 January 2003 | 10 | 0 | 2 | 8 | 1 | N/A | 3.00/3.50 | 80 | 80 | 67 | N/A | 410 | 7 | 10 | 0 | 3 | 14 | 7 | 21 | 34 |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | (C) 6wks | (C) 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UNICEF, Executive Board, second regular session | | | | | | | | | | | | | | | | | | | | |
| 28-30 September 2005 | 6 | 0 | 1 | 5 | 0 | N/A | 0.30/1.20 | 83 | 83 | 73 | N/A | 110 | 0 | 79 | 0 | 79 | 11 | 11 | 4 | 4 |
| 13-17 September 2004 | 10 | 0 | 2 | 8 | 0 | N/A | 2.35/1.50 | 80 | 80 | 65 | N/A | 265 | 8 | 54 | 21 | 25 | 25 | 13 | 0 | 8 |
| 15-19 September 2003 | 10 | 0 | 1 | 9 | 0 | N/A | 1.50/3.10 | 90 | 90 | 73 | N/A | 300 | 0 | 44 | 0 | 44 | 22 | 0 | 11 | 22 |
| Special Committee on Peacekeeping Operations and its Working Group | | | | | | | | | | | | | | | | | | | | |
| 31 January-25 February 2005 | 33 | 0 | 3 | 30 | 2 | 0 | 13.55/15.40 | 91 | 91 | 67 | 61 | 1 775 | N/A | | | | | | | |
| 29 March-23 April 2004 | 38 | 0 | 15 | 23 | 6 | 0 | 4.20/8.00 | 61 | 61 | 65 | 50 | 740 | N/A | | | | | | | |
| 27 February-28 March 2003 | 44 | 0 | 19 | 25 | 5 | 2 | 4.50/11.05 | 57 | 57 | 56 | 49 | 955 | N/A | | | | | | | |
| Commission on Sustainable Development | | | | | | | | | | | | | | | | | | | | |
| thirteenth session, 11-22 April 2005 | 38 | 5 | 14 | 29 | 7 | N/A | 16.50/4.45 | 76 | 50 | 67 | N/A | 1 295 | 0 | 14 | 0 | 14 | 43 | | 43 | 0 |
| twelfth session, 19-30 April 2004 | 29 | 0 | 1 | 28 | 0 | N/A | 5.15/0.55 | 97 | 97 | 89 | N/A | 370 | 25 | 75 | 33 | 17 | 17 | 0 | 0 | 8 |
| eleventh session, 28 April-9 May 2003 | 28 | 7 | 6 | 29 | 1 | N/A | 9.45/20.00 | 104 | 54 | 57 | N/A | 1 785 | 0 | 40 | 40 | 0 | 0 | 0 | 20 | 40 |
| Special Committee on the Charter of the United Nations and on the Strengthening of the Role of the Organization | | | | | | | | | | | | | | | | | | | | |
| 14-21 March 2005 | 11 | 0 | 5 | 6 | 3 | N/A | 1.20/3.30 | 55 | 55 | 67 | N/A | 290 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 |
| 29 March-8 April 2004 | 17 | 1 | 9 | 9 | 3 | N/A | 2.25/4.50 | 53 | 41 | 53 | N/A | 435 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 |
| 7-17 April 2003 | 16 | 2 | 8 | 10 | 6 | N/A | 2.35/4.05 | 63 | 38 | 77 | N/A | 400 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
| Committee on Information | | | | | | | | | | | | | | | | | | | | |
| twenty-seventh session, 18-29 April 2005 | 9 | 0 | 2 | 7 | 1 | N/A | 4.00/3.45 | 78 | 78 | 60 | N/A | 465 | 66 | 100 | 17 | 17 | 0 | 0 | 0 | 0 |
| twenty-sixth session, 26 April-7 May 2004 | 19 | 0 | 8 | 11 | 3 | N/A | 5.25/5.40 | 58 | 58 | 54 | N/A | 665 | 40 | 100 | 40 | 20 | 0 | 0 | 0 | 0 |
| twenty-fifth session, 28 April-9 May 2003 | 20 | 0 | 10 | 10 | 5 | N/A | 2.55/6.30 | 50 | 50 | 59 | N/A | 565 | 20 | 60 | 20 | 20 | 40 | 0 | 0 | 0 |

| | A | B | C | D | E | * | F | MR | PAF | UF | ** | Minutes | iCI 5wks | iCI 4wks | All issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Economic and Social Council, organizational session | | | | | | | | | | | | | | | | | | | | |
| 1-4 February 2005 | 4 | 2 | 3 | 3 | 0 | 0 | 0.35/1.30 | 75 | -25 | 38 | 38 | 125 | 0 | 25 | 0 | 25 | 0 | 75 | 0 | 25 |
| 3-6 February 2004 | 1 | 1 | 0 | 2 | 0 | 0 | 0.15/0.30 | 200 | 0 | 88 | 88 | 45 | 0 | 0 | 0 | 0 | 40 | 0 | 0 | 60 |
| 28-31 January 2003 | 8 | 0 | 5 | 3 | 3 | 3 | 0.30/3.20 | 38 | 38 | 59 | 59 | 230 | 0 | 0 | 0 | 0 | 0 | 10 | 30 | 30 |
| Economic and Social Council, resumed organizational session | | | | | | | | | | | | | | | | | | | | |
| 27-28 April 2005 | 4 | 0 | 2 | 2 | 0 | 0 | 0.55/3.45 | 50 | 50 | 11 | 11 | 280 | 86 | 100 | 14 | 0 | 0 | 0 | 0 | 0 |
| 4-5 May 2004 | 4 | 0 | 2 | 2 | 0 | 0 | 0.20/3.10 | 50 | 50 | 21 | 21 | 210 | 0 | 0 | 0 | 0 | 40 | 0 | 0 | 60 |
| 29 April and 1 May 2003 | 5 | 0 | 2 | 3 | 0 | 0 | 0.25/0.30 | 60 | 60 | 54 | 54 | 50 | 41 | 47 | 0 | 6 | 0 | 18 | 12 | 24 |

* Related reassignments.
** UF, counting related reassignments only.

## B. Geneva

| | A | B | C | D | E | F | MR | P&F | UF | Minutes | CI 6wks | CI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Committee against Torture | | | | | | | | | | | | | | | | | | |
| thirty-fourth session, 2-20 May 2005 | 26 | 0 | 0 | 26 | 0 | 3.15/0.50 | 100 | 100 | 95 | 245 | 42 | 47 | 5 | 0 | 0 | 16 | 32 | 0 |
| thirty-second session, 3-21 May 2004 | 28 | 0 | 0 | 28 | 0 | 4.05/2.05 | 100 | 100 | 93 | 370 | 39 | 43 | 0 | 4 | 17 | 9 | 17 | 4 |
| thirtieth session, 28 April-16 May 2003 | 30 | 0 | 3 | 27 | 0 | 3.45/11.50 | 90 | 90 | 73 | 935 | 56 | 60 | 0 | 4 | 22 | 11 | 4 | 0 |
| International Law Commission | | | | | | | | | | | | | | | | | | |
| fifty-seventh session (first part), 2 May-3 June 2005 | 35 | 0 | 0 | 35 | 0 | 1.05/5.20 | 100 | 100 | 94 | 385 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| fifty-seventh session (second part), 11 July-5 August 2005 | 31 | 0 | 0 | 31 | 0 | 2.25/2.00 | 100 | 100 | 95 | 265 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| fifty-sixth session (first part), 3 May-4 June 2004 | 37 | 0 | 0 | 37 | 0 | 1.15/3.35 | 100 | 100 | 96 | 290 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| fifty-sixth session (second part), 5 July-6 August 2004 | 35 | 0 | 1 | 34 | 0 | 0.25/2.10 | 97 | 97 | 95 | 155 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 50 |
| fifty-fifth session (first part), 5 May-6 June 2003 | 36 | 0 | 0 | 36 | 0 | 0.50/3.15 | 100 | 100 | 96 | 245 | 0 | 0 | 0 | 0 | 100 | 0 | 0 | 0 |
| fifty-fifth session (second part), 7 July-8 August 2003 | 39 | 0 | 0 | 39 | 0 | 0.50/0.15 | 100 | 100 | 99 | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Committee on the Rights of the Child | | | | | | | | | | | | | | | | | | |
| thirty-ninth session, 17 May-3 June 2005 | 28 | 0 | 1 | 27 | 0 | 1.45/1.20 | 100 | 100 | 93 | 185 | 50 | 50 | 0 | 0 | 8 | 17 | 8 | 0 |
| thirty-sixth session, 17 May-4 June 2004 | 26 | 0 | 0 | 26 | 0 | 1.30/0.55 | 100 | 100 | 97 | 145 | 53 | 65 | 6 | 6 | 0 | 12 | 12 | 6 |
| thirty-third session, 19 May-6 June 2003 | 28 | 0 | 1 | 27 | 0 | 0.35/2.45 | 96 | 96 | 92 | 200 | 61 | 72 | 0 | 11 | 0 | 6 | 11 | 0 |



06-42555

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | AI issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Committee on the Elimination of Racial Discrimination** | | | | | | | | | | | | | | | | | | |
| sixty-seventh session, 2-19 August 2005 | 28 | 0 | 0 | 28 | 0 | 6.40/0.25 | 100 | 100 | 92 | 425 | 35 | 38 | 0 | 3 | 3 | 0 | 0 | 51 |
| sixty-fifth session, 2-20 August 2004 | 30 | 0 | 0 | 30 | 0 | 4.25/0.10 | 100 | 100 | 95 | 275 | 28 | 31 | 0 | 3 | 0 | 19 | 44 | 0 |
| sixty-third session, 4-22 August 2003 | 30 | 0 | 0 | 30 | 0 | 4.15/3.30 | 100 | 100 | 91 | 465 | 15 | 19 | 2 | 2 | 36 | 9 | 30 | 4 |
| **Committee on Economic, Social and Cultural Rights** | | | | | | | | | | | | | | | | | | |
| thirty-fifth session, 7-25 November 2005 | 30 | 0 | 1 | 29 | 0 | 4.00/0.20 | 97 | 97 | 92 | 260 | 42 | 42 | 0 | 0 | 17 | 8 | 17 | 0 |
| thirty-third session, 8-26 November 2004 | 28 | 0 | 1 | 27 | 0 | 4.35/4.05 | 96 | 96 | 86 | 520 | 86 | 100 | 0 | 14 | 0 | 0 | 0 | 0 |
| thirty-first session, 10-28 November 2003 | 28 | 0 | 1 | 27 | 0 | 2.15/1.20 | 96 | 96 | 92 | 215 | 54 | 69 | 0 | 15 | 15 | 15 | 0 | 0 |
| **Commission on Human Rights** | | | | | | | | | | | | | | | | | | |
| sixty-first session, 14 March-22 April 2005 | 65 | 0 | 1 | 64 | 0 | 2.20/9.45 | 98 | 98 | 92 | 725 | 33 | 49 | 8 | 8 | 9 | 11 | 12 | 8 |
| sixtieth session, 15 March-23 April 2004 | 56 | 11 | 2 | 65 | 0 | 3.55/5.35 | 116 | 77 | 92 | 570 | 38 | 48 | 4 | 6 | 8 | 6 | 17 | 13 |
| fifty-ninth session, 17 March-25 April 2003 | 62 | 2 | 0 | 64 | 0 | 5.50/2.05 | 103 | 97 | 96 | 475 | 42 | 58 | 7 | 9 | 7 | 7 | 4 | 7 |
| **Human Rights Committee** | | | | | | | | | | | | | | | | | | |
| eighty-fourth session, 11-29 July 2005 | 29 | 0 | 0 | 29 | 0 | 5.55/1.15 | 100 | 100 | 92 | 430 | 25 | 45 | 6 | 14 | 11 | 31 | 3 | 6 |
| eighty-first session, 5-30 July 2004 | 40 | 0 | 1 | 39 | 0 | 3.20/3.35 | 98 | 98 | 92 | 415 | 17 | 23 | 0 | 6 | 11 | 9 | 6 | 23 |
| seventy-eighth session, 14 July-8 August 2003 | 38 | 0 | 2 | 36 | 0 | 3.05/2.35 | 95 | 95 | 90 | 340 | 27 | 37 | 5 | 5 | 41 | 0 | 5 | 14 |

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Committee on the Elimination of Racial Discrimination | | | | | | | | | | | | | | | | | | |
| sixty-sixth session, 21 February-11 March 2005 | 30 | 0 | 0 | 30 | 0 | 6.15/2.00 | 100 | 100 | 91 | 495 | 68 | 68 | 0 | 0 | 5 | 5 | 11 | 5 |
| sixty-fourth session, 23 February-12 March 2004 | 30 | 0 | 0 | 30 | 0 | 5.00/1.55 | 100 | 100 | 92 | 415 | 79 | 86 | 0 | 7 | 0 | 0 | 14 | 0 |
| sixty-second session, 3-21 March 2003 | 30 | 0 | 0 | 30 | 0 | 5.05/1.35 | 100 | 100 | 93 | 400 | 63 | 71 | 0 | 8 | 0 | 0 | 8 | 17 |
| Committee on the Rights of the Child | | | | | | | | | | | | | | | | | | |
| thirty-eighth session, 10-28 January 2005 | 30 | 0 | 2 | 28 | 0 | 1.55/1.35 | 93 | 93 | 89 | 210 | 63 | 89 | 13 | 13 | 6 | 0 | 0 | 0 |
| thirty-fifth session, 12-30 January 2004 | 30 | 0 | 1 | 29 | 0 | 2.30/4.05 | 97 | 97 | 89 | 395 | 85 | 93 | 0 | 8 | 0 | 0 | 0 | 8 |
| thirty-second session, 13-31 January 2003 | 30 | 0 | 3 | 27 | 0 | 1.20/3.25 | 90 | 90 | 85 | 285 | 71 | 71 | 0 | 0 | 0 | 6 | 0 | 12 |
| Committee against Torture | | | | | | | | | | | | | | | | | | |
| thirty-fifth session, 15-26 November 2005 | 30 | 0 | 0 | 30 | 0 | 6.30/4.05 | 100 | 100 | 88 | 635 | 43 | 46 | 3 | 0 | 7 | 10 | 13 | 13 |
| thirty-third session, 15-26 November 2004 | 20 | 0 | 1 | 19 | 0 | 1.55/0.35 | 95 | 95 | 91 | 150 | 42 | 42 | 0 | 0 | 0 | 8 | 0 | 33 |
| thirty-first session, 10-21 November 2003 | 20 | 0 | 2 | 18 | 0 | 2.15/2.00 | 90 | 90 | 83 | 255 | 80 | 80 | 0 | 0 | 0 | 10 | 0 | 10 |
| Human Rights Committee | | | | | | | | | | | | | | | | | | |
| eighty-fifth session, 17 October-3 November 2005 | 28 | 0 | 1 | 27 | 0 | 3.45/3.05 | 96 | 96 | 88 | 410 | 33 | 46 | 0 | 13 | 7 | 20 | 20 | 0 |
| eighty-second session, 18 October-5 November 2004 | 30 | 0 | 1 | 29 | 0 | 2.35/2.40 | 97 | 97 | 91 | 315 | 38 | 53 | 10 | 5 | 5 | 10 | 0 | 14 |
| seventy-ninth session, 20 October-7 November 2003 | 30 | 0 | 1 | 29 | 0 | 2.30/4.30 | 97 | 97 | 89 | 420 | 35 | 45 | 5 | 5 | 0 | 5 | 25 | 20 |
| Subcommission on the Promotion and Protection of Human Rights — Working Group on Indigenous Populations | | | | | | | | | | | | | | | | | | |
| twenty-third session, 18-22 July 2005 | 10 | 0 | 0 | 10 | 0 | 2.40/1.05 | 100 | 100 | 88 | 225 | 25 | 50 | 0 | 25 | 0 | 25 | 25 | 0 |

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | SI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| twenty-second session, 19-23 July 2004 | 10 | 0 | 0 | 10 | 0 | 3.15/0.40 | 100 | 100 | 87 | 235 | 40 | 40 | 0 | 0 | 30 | 10 | 0 | 20 |
| twenty-first session, 21-25 July 2003 | 10 | 0 | 0 | 10 | 0 | 2.35/1.30 | 100 | 100 | 86 | 245 | 20 | 60 | 0 | 40 | 33 | 0 | 7 | 0 |
| **Committee on the Rights of the Child** | | | | | | | | | | | | | | | | | | |
| fortieth session, 12-30 September 2005 | 31 | 0 | 2 | 29 | 0 | 1.55/3.00 | 94 | 94 | 88 | 295 | 64 | 71 | 0 | 7 | 0 | 0 | 7 | 14 |
| thirty-seventh session, 13 September-1 October 2004 | 30 | 0 | 2 | 28 | 0 | 2.10/4.25 | 93 | 93 | 86 | 395 | 44 | 63 | 13 | 6 | 0 | 19 | 19 | 0 |
| thirty-fourth session, 15 September-3 October 2003 | 30 | 0 | 2 | 28 | 0 | 2.00/2.00 | 93 | 93 | 89 | 240 | 56 | 69 | 0 | 13 | 0 | 6 | 6 | 19 |
| **Subcommission on the Promotion and Protection of Human Rights** | | | | | | | | | | | | | | | | | | |
| fifty-seventh session, 25 July-12 August 2005 | 28 | 1 | 2 | 27 | 0 | 3.55/3.30 | 96 | 89 | 85 | 445 | 24 | 34 | 0 | 10 | 6 | 12 | 18 | 16 |
| fifty-sixth session, 26 July-13 August 2004 | 30 | 0 | 1 | 29 | 0 | 4.25/4.35 | 97 | 97 | 87 | 540 | 24 | 40 | 8 | 8 | 12 | 10 | 12 | 12 |
| fifty-fifth session, 28 July-15 August 2003 | 30 | 3 | 2 | 29 | 0 | 3.40/2.25 | 104 | 82 | 88 | 365 | 33 | 47 | 2 | 12 | 2 | 13 | 4 | 15 |
| **Economic and Social Council — Subcommittee of Experts on the Transport of Dangerous Goods** | | | | | | | | | | | | | | | | | | |
| 4-8 July 2005 | 10 | 0 | 1 | 9 | 0 | 0.00/1.30 | 90 | 90 | 85 | 90 | 36 | 88 | 36 | 16 | 8 | 4 | 0 | 0 |
| 28 November-7 December 2005 | 15 | 0 | 2 | 13 | 0 | 0.20/2.25 | 87 | 87 | 81 | 165 | 44 | 56 | 9 | 3 | 15 | 21 | 9 | 0 |
| 5-14 July 2004 | 15 | 0 | 0 | 15 | 0 | 0.15/0.25 | 100 | 100 | 99 | 40 | 57 | 83 | 14 | 12 | 12 | 6 | 0 | 0 |
| 29 November-7 December 2004 | 13 | 0 | 0 | 13 | 0 | 0.30/1.00 | 100 | 100 | 96 | 90 | 53 | 98 | 29 | 16 | 0 | 0 | 0 | 0 |
| 30 June-4 July 2003 | 10 | 0 | 1 | 9 | 0 | 0.15/0.30 | 100 | 100 | 88 | 45 | 37 | 74 | 22 | 15 | 15 | 0 | 0 | 0 |
| 3-10 December 2003 | 11 | 0 | 0 | 11 | 0 | 0.00/3.40 | 100 | 100 | 89 | 220 | 9 | 95 | 43 | 43 | 4 | 0 | 0 | 0 |
| **Committee on Economic, Social and Cultural Rights** | | | | | | | | | | | | | | | | | | |
| thirty-fourth session, 25 April-13 May 2005 | 28 | 0 | 1 | 27 | 0 | 6.55/3.45 | 96 | 96 | 84 | 640 | 86 | 86 | 0 | 0 | 0 | 0 | 0 | 0 |
| thirty-second session, 26 April-14 May 2004 | 30 | 0 | 1 | 29 | 0 | 4.50/2.55 | 97 | 97 | 88 | 465 | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 |
| thirtieth session, 5-23 May 2003 | 30 | 0 | 1 | 29 | 0 | 4.25/9.00 | 97 | 97 | 82 | 805 | 77 | 93 | 8 | 8 | 0 | 0 | 8 | 0 |

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Executive Committee of the High Commissioner's Programme, Office of the United Nations High Commissioner for Refugees** | | | | | | | | | | | | | | | | | | |
| fifty-sixth session, 3-7 October 2005 | 10 | 0 | 1 | 9 | 0 | 0.55/1.10 | 90 | 90 | 83 | 125 | 47 | 52 | 5 | 0 | 0 | 5 | 11 | 26 |
| fifty-fifth session, 4-8 October 2004 | 10 | 0 | 1 | 9 | 0 | 1.25/3.05 | 90 | 90 | 75 | 270 | 36 | 36 | 0 | 0 | 0 | 14 | 14 | 14 |
| fifty-fourth session, 29 September-3 October 2003 | 10 | 0 | 1 | 9 | 0 | 2.40/1.15 | 90 | 90 | 77 | 235 | 0 | 33 | 0 | 33 | 17 | 50 | 0 | 0 |
| **United Nations Conference on Trade and Development (UNCTAD), Trade and Development Board** | | | | | | | | | | | | | | | | | | |
| fifty-second session, 4-14 October 2005 | 20 | 0 | 0 | 20 | 0 | 8.15/2.40 | 100 | 100 | 82 | 655 | 40 | 60 | 10 | 10 | 0 | 10 | 20 | 0 |
| fifty-first session, 4-15 October 2004 | 20 | 0 | 0 | 20 | 0 | 4.55/5.35 | 100 | 100 | 83 | 630 | 7 | 34 | 7 | 20 | 0 | 0 | 40 | 20 |
| fiftieth session, 6-17 November 2003 | 20 | 0 | 0 | 20 | 0 | 5.05/5.10 | 100 | 100 | 83 | 615 | 18 | 42 | 12 | 12 | 12 | 0 | 6 | 18 |

## C. Vienna

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| International Narcotics Control Board | | | | | | | | | | | | | | | | | | |
| eighty-third session, 2-13 May 2005 | 20 | 0 | 0 | 20 | 0 | 0.35/0.00 | 100 | 100 | 99 | 35 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| eightieth session, 17-28 May 2004 | 20 | 0 | 0 | 20 | 0 | 0.40/0.30 | 100 | 100 | 98 | 70 | 3 | 10 | 0 | 0 | 13 | 15 | 8 | 15 |
| seventy-seventh session, 26 May-6 June 2003 | 20 | 0 | 0 | 20 | 0 | 0.10/0.25 | 100 | 100 | 99 | 35 | 6 | 10 | 2 | 2 | 23 | 15 | 11 | 19 |
| International Narcotics Control Board | | | | | | | | | | | | | | | | | | |
| eighty-fourth session, 1-18 November 2005 | 26 | 0 | 0 | 26 | 0 | 0.50/0.00 | 100 | 100 | 99 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| eighty-first session, 27 October-11 November 2004 | 24 | 0 | 0 | 24 | 0 | 0.65/0.15 | 100 | 100 | 98 | 80 | 4 | 7 | 2 | 0 | 13 | 9 | 4 | 28 |
| seventy-eighth session, 29 October-14 November 2003 | 26 | 0 | 0 | 26 | 0 | 0.50/0.30 | 100 | 100 | 98 | 80 | 6 | 12 | 0 | 6 | 0 | 19 | 15 | 17 |
| UNCITRAL — Working Group on Arbitration | | | | | | | | | | | | | | | | | | |
| forty-third session, 3-7 October 2005 | 10 | 0 | 0 | 10 | 0 | 2.05/0.10 | 100 | 100 | 93 | 135 | 58 | 58 | 0 | 0 | 19 | 0 | 0 | 3 |
| forty-first session, 13-17 September 2004 | 10 | 0 | 0 | 10 | 0 | 1.55/2.35 | 100 | 100 | 85 | 270 | 0 | 33 | 33 | 0 | 33 | 33 | 0 | 0 |
| fortieth session, 23-27 February 2004 (New York)* | 10 | 0 | 0 | 10 | 0 | 3.10/3.30 | 100 | 100 | 78 | 400 | 21 | 22 | 0 | 0 | 0 | 0 | 0 | 78 |
| thirty-ninth session, 10-14 November 2003 | 10 | 0 | 0 | 10 | 0 | 2.10/1.30 | 100 | 100 | 88 | 220 | 50 | 50 | 0 | 0 | 0 | 0 | 0 | 50 |
| Commission on Crime Prevention and Criminal Justice | | | | | | | | | | | | | | | | | | |
| fourteenth session, 23-27 May 2005 | 19 | 0 | 0 | 19 | 0 | 2.30/2.15 | 100 | 100 | 92 | 285 | 5 | 30 | 14 | 11 | 24 | 4 | 20 | 14 |
| thirteenth session, 11-20 May 2004 | 16 | 0 | 0 | 16 | 0 | 5.20/0.05 | 100 | 100 | 89 | 325 | 1 | 25 | 13 | 11 | 6 | 6 | 23 | 12 |
| twelfth session, 13-22 May 2003 | 16 | 0 | 0 | 16 | 0 | 4.00/2.50 | 100 | 100 | 86 | 410 | 14 | 42 | 9 | 19 | 23 | 16 | 12 | 5 |

| | A | B | C | D | E | F | MP | PAT | LE | Minutes | C2 Weeks | C3 Weeks | AI Issued by end of week A | 1 | 4 | 1 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| United Nations Scientific Committee on the Effects of Atomic Radiation (UNSCEAR) | | | | | | | | | | | | | | | | | | |
| fifty-third session, 26-30 September 2005 | 10 | 0 | 0 | 10 | 0 | 0.15/2.30 | 100 | 100 | 91 | 165 | 60 | 80 | 0 | 20 | 0 | 20 | 0 | 0 |
| fifty-second session, 26-30 April 2004 | 10 | 0 | 0 | 10 | 0 | 0.15/2.45 | 100 | 100 | 94 | 106 | 31 | 62 | 8 | 23 | 0 | 8 | 8 | 23 |
| fifty-first session, 27-31 January 2003 | 10 | 0 | 0 | 10 | 0 | 0.40/2.30 | 100 | 100 | 88 | 210 | 100 | 100 | 0 | 0 | 0 | 0 | 0 | 0 |
| Committee on the Peaceful Uses of Outer Space | | | | | | | | | | | | | | | | | | |
| forty-eighth session, 8-17 June 2005 | 16 | 2 | 0 | 18 | 0 | 3.30/4.05 | 113 | 88 | 86 | 455 | 0 | 0 | 0 | 0 | 0 | 25 | 0 | 25 |
| forty-seventh session, 2-11 June 2004 | 16 | 0 | 0 | 16 | 0 | 2.20/3.40 | 100 | 100 | 94 | 190 | 7 | 7 | 0 | 0 | 0 | 0 | 21 | 21 |
| forty-sixth session, 11-20 June 2003 | 16 | 0 | 1 | 15 | 0 | 4.20/5.00 | 94 | 94 | 74 | 560 | 16 | 32 | 0 | 16 | 16 | 0 | 16 | 0 |
| United Nations Commission on International Trade Law (UNCITRAL) | | | | | | | | | | | | | | | | | | |
| thirty-eighth session, 4-15 July 2005 (Vienna) | 20 | 0 | 1 | 18 | 0 | 3.45/1.40 | 90 | 95 | 86 | 125 | | | | | | | | |
| thirty-seventh session, 14-25 June 2004 (New York)[a] | 18 | 0 | 0 | 18 | 0 | 5.20/3.25 | 100 | 100 | 83 | 525 | 26 | 60 | 23 | 11 | 11 | 8 | 8 | 4 |
| thirty-sixth session, 30 June-11 July 2003 (Vienna) | 18 | 0 | 0 | 18 | 0 | 2.40/3.50 | 100 | 100 | 88 | 190 | 48 | 74 | 7 | 19 | 11 | 4 | 7 | 0 |
| Committee on the Peaceful Uses of Outer Space — Scientific and Technical Subcommittee | | | | | | | | | | | | | | | | | | |
| forty-second session, 21 February-4 March 2005 | 20 | 0 | 0 | 20 | 0 | 3.50/5.10 | 100 | 100 | 85 | 540 | 5 | 10 | 0 | 5 | 28 | 10 | 10 | 10 |
| forty-first session, 16-27 February 2004 | 20 | 0 | 1 | 19 | 0 | 3.15/5.05 | 95 | 95 | 81 | 500 | 22 | 38 | 16 | 0 | 16 | 6 | 9 | 9 |
| fortieth session, 17-28 February 2003 | 20 | 0 | 1 | 19 | 0 | 2.30/9.40 | 95 | 95 | 75 | 730 | 9 | 50 | 18 | 23 | 9 | 9 | 4 | 9 |

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 5wks | CI 4wks | AI Issued by end of week 5 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Commission on Narcotic Drugs, and committee of the whole | | | | | | | | | | | | | | | | | | |
| forty-eighth session, 7-11 March 2005 | 18 | 0 | 0 | 18 | 0 | 9.15/2.10 | 100 | 100 | 79 | 685 | 13 | 38 | 9 | 16 | 26 | 18 | 6 | 6 |
| forty-seventh session, 15-19 March 2004 | 18 | 0 | 0 | 18 | 0 | 5.10/4.10 | 100 | 100 | 83 | 562 | 26 | 59 | 22 | 11 | 11 | 8 | 8 | 4 |
| forty-sixth session, 8-15 April 2003 | 20 | 0 | 0 | 20 | 0 | 6.05/2.20 | 100 | 100 | 85 | 505 | 34 | 73 | 18 | 21 | 9 | 9 | 5 | 0 |
| Committee on the Peaceful Uses of Outer Space, Legal Subcommittee | | | | | | | | | | | | | | | | | | |
| forty-fourth session, 4-15 April 2005 | 20 | 0 | 0 | 20 | 0 | 7.05/12.10 | 100 | 100 | 68 | 1 155 | 8 | 41 | 8 | 25 | 16 | 8 | 0 | 8 |
| forty-third session, 29 March-8 April 2004 | 18 | 0 | 0 | 18 | 0 | 4.40/4.35 | 100 | 100 | 83 | 550 | 8 | 17 | 8 | 0 | 8 | 8 | 8 | 17 |
| forty-second session, 24 March-4 April 2003 | 20 | 0 | 0 | 20 | 0 | 6.30/7.10 | 100 | 100 | 77 | 820 | 22 | 55 | 22 | 11 | 0 | 0 | 11 | 11 |

* UF credited to New York.

## D. Nairobi

| | A | B | C | D | E | F | MR | PAF | UF | Minutes | CI 6wks | CI 4wks | AI Issued by end of week 6 | 5 | 4 | 3 | 2 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Committee of Permanent Representatives of the United Nations Environment Programme (UNEP) | | | | | | | | | | | | | | | | | | |
| 2005 | 4 | 0 | 0 | 4 | 0 | 0 | 100 | 100 | 100 | 0 | N/A | | | | | | | |
| 2004 | 4 | 0 | 0 | 4 | 0 | 0 | 100 | 100 | 100 | 0 | N/A | | | | | | | |
| 2003 | 4 | 0 | 0 | 4 | 0 | 0 | 100 | 100 | 100 | 0 | N/A | | | | | | | |
| Committee of Permanent Representatives of the United Nations Human Settlements Programme (UN-Habitat) | | | | | | | | | | | | | | | | | | |
| 2005 | 3 | 0 | 0 | 3 | 0 | 0 | 100 | 100 | 100 | 0 | N/A | | | | | | | |
| 2004 | 4 | 0 | 0 | 4 | 0 | 0 | 100 | 100 | 100 | 0 | N/A | | | | | | | |
| 2003 | 5 | 0 | 1 | 4 | 0 | 0 | 80 | 80 | 80 | 0 | N/A | | | | | | | |
| United Nations Environment Programme (UNEP), Governing Council | | | | | | | | | | | | | | | | | | |
| special session (meeting in 2005) | 20 | 0 | 1 | 19 | 0 | 1.25 | 95 | 95 | 93 | 65 | 76 | 93 | 17 | 0 | 0 | 0 | 7 | 0 |
| special session (meeting in 2004) | 12 | 0 | 0 | 12 | 0 | 1.25 | 100 | 100 | 96 | 85 | 45 | 72 | 25 | 2 | 5 | 15 | 3 | 0 |
| special session, 12-15 February 2002 | 14 | 0 | 0 | 14 | 0 | 0 | 100 | 100 | 100 | 0 | 38 | 99 | 61 | 0 | 0 | 6 | 18 | 0 |
| special session, 29-31 May 2000 | 4 | 0 | 0 | 4 | 0 | 0 | 100 | 100 | 100 | 0 | 60 | 120 | 60 | 0 | 0 | 0 | 0 | 0 |

# Annex II

## Statistics on the provision of conference services for meetings of regional and other major groupings of Member States at New York, Geneva, Vienna and Nairobi

**January-December 2005**

| *Grouping* | *Meetings with interpretation services* | | | *Meetings without interpretation services* | |
|---|---|---|---|---|---|
| | *Requested* | *Provided* | *Not provided* | *Requested* | *Provided* |
| **New York** | | | | | |
| African Group | 1 | 1 | — | 6 | 6 |
| African Union | 25 | 14 | 11 | 102 | 102 |
| Alliance of Small Island States | 5 | 4 | 1 | — | — |
| Arab Group | — | — | — | 4 | 4 |
| Asian Group | 14 | 11 | 3 | 3 | 3 |
| Association of Southeast Asian Nations | 1 | 1 | 0 | 15 | 15 |
| Central American Group | — | — | — | 5 | 5 |
| Eastern European Group | — | — | — | 24 | 24 |
| Economic Community of Central African States | — | — | — | 2 | 2 |
| European Union | — | — | — | 12 | 12 |
| Group of 15 | 1 | 1 | — | — | — |
| Group of 77 | 39 | 32 | 6 | 502 | 502 |
| Group of 77 on Fifth Committee Matters | 37 | 33 | 4 | 35 | 35 |
| Group of Landlocked and Developing Countries | 8 | 5 | 3 | — | — |
| Group of the Least Developed Countries | 2 | 1 | 1 | 1 | 1 |
| Gulf Cooperation Council | 7 | 7 | — | — | — |
| JUSCANZ (Japan, United States, Canada and New Zealand) | — | — | — | 36 | 36 |
| Latin American and Caribbean States | 14 | 12 | 2 | 3 | 3 |
| League of Arab States | 11 | 9 | 2 | 37 | 37 |
| Non-Aligned Movement | 45 | 34 | 11 | 86 | 86 |
| Organization of the Islamic Conference | 20 | 16 | 4 | 25 | 25 |
| Rio Group | — | — | — | 1 | 1 |
| Southern African Development Community | — | — | — | 12 | 12 |
| Western European and Other States Group | 12 | 11 | 1 | 2 | 2 |
| **Subtotal** | **242** | **192** | **49** | **913** | **913** |
| **Geneva** | | | | | |
| African Group | 4 | 4 | — | 94 | 89 |
| African Union | — | — | — | 3 | 3 |

| Grouping | Meetings with interpretation services | | | Meetings without interpretation services | |
|---|---|---|---|---|---|
| | Requested | Provided | Not provided | Requested | Provided |
| Alliance of Small Island States (AOSIS) | — | — | — | 11 | 11 |
| Arab Group | — | — | — | 1 | 0 |
| Asian Group | 2 | 2 | — | 88 | 76 |
| Caribbean Community and Common Market (CARICOM) | — | — | — | 9 | 5 |
| Eastern European Group | 2 | 2 | — | 52 | 51 |
| European Union | 1 | 1 | — | 81 | 72 |
| Group of 15 | 2 | 1 | 1 | 6 | 5 |
| Group of 21 | 25 | 24 | — | 2 | 2 |
| Group of 77 and China | 5 | 5 | — | 87 | 77 |
| Group of Latin American and Caribbean States | 14 | 13 | 1 | 142 | 128 |
| GRUCA | — | — | — | 10 | 8 |
| JUSCANZ (Japan, United States, Canada and New Zealand) | — | — | — | 9 | 9 |
| League of Arab States | — | — | — | 36 | 34 |
| Least Developed Countries | 1 | 0 | — | 6 | 5 |
| Non-Aligned Movement | — | — | — | 19 | 18 |
| Organization of the Islamic Conference | 9 | 6 | 2 | 49 | 47 |
| Western European and Other States Group | 1 | 1 | — | 87 | 81 |
| **Subtotal** | **66** | **59** | **4** | **792** | **721** |
| **Vienna** | | | | | |
| African Group | — | 6 | — | 84 | 84 |
| Arab Group | — | 1 | — | 13 | 13 |
| Asian Group | — | — | — | 40 | 40 |
| European Union | — | 2 | — | 114 | 114 |
| Group of 77 | — | — | — | 52 | 52 |
| Group of 8 | — | — | — | 3 | 3 |
| Group of Latin American and Caribbean States | — | 6 | — | 82 | 82 |
| Réunion des pays ayant le français en partage | — | — | — | 1 | 1 |
| Eastern European Group/Group D | — | — | — | 7 | 7 |
| Western European and Other States Group | — | — | — | 5 | 5 |
| Other regional groups | — | — | — | 16 | 16 |
| **Subtotal** | **0** | **15** | **0** | **417** | **417** |

| *Grouping* | *Meetings with interpretation services* | | | *Meetings without interpretation services* | |
|---|---|---|---|---|---|
| | *Requested* | *Provided* | *Not provided* | *Requested* | *Provided* |
| **Nairobi** | | | | | |
| African Group | 14 | 14 | 0 | 12 | 12 |
| Arab Group | 0 | 0 | 0 | 24 | 24 |
| Asia and the Pacific Group | 0 | 0 | 0 | 25 | 25 |
| Central and Eastern European Group | 0 | 0 | 0 | 19 | 19 |
| European Union | 0 | 0 | 0 | 48 | 48 |
| Group of 77 and China | 0 | 0 | 0 | 31 | 31 |
| JUSCANZ (Japan, United States, Canada and New Zealand) | 0 | 0 | 0 | 21 | 21 |
| Group of Latin American and Caribbean States | 3 | 3 | 0 | 34 | 34 |
| Western European and Other States Group | 0 | 0 | 0 | 14 | 14 |
| Subcommittee meetings | 0 | 0 | 0 | 55 | 55 |
| **Subtotal** | **17** | **17** | **0** | **283** | **283** |
| **Grand total January-December 2005** | **325** | **283** | **53** | **2 405** | **2 334** |
| **Grand total January-December 2004** | **280** | **242** | **38** | **1 545** | **1 545** |

# Annex III

## A. Requests for meetings during the sixty-first session of the General Assembly

### 1. Committee on the Exercise of the Inalienable Rights of the Palestinian People

**Letter dated 5 June 2006 from the Chairman of the Committee**

As you are aware, the General Assembly, by its resolution 60/36 of 1 December 2005, has again requested the Committee on the Exercise of the Inalienable Rights of the Palestinian People "to continue to keep under review the situation relating to the question of Palestine and to report and make suggestions to the General Assembly, the Security Council or the Secretary-General as appropriate". By the same resolution, the Assembly requested the Secretary-General "to continue to provide the Committee with all the necessary facilities for the performance of its tasks".

As the Committee has no control over the timing of the events that it is called upon to discuss, it needs to meet throughout the year, as circumstances require. Based on past experience, the Committee would request facilities for approximately three meetings per General Assembly session. These are in addition to the solemn meeting in observance of the International Day of Solidarity with the Palestinian People, which is included in each year's calendar.

With regard to the documentation submitted to the General Assembly, please be advised that the Committee submits its annual report (supplement No. 35) under the agenda item entitled "Question of Palestine". The Committee usually adopts its report in early October of each year, at which point it is submitted for processing.

In light of the above, I should like to request that authorization again be granted to the Committee on the Exercise of the Inalienable Rights of the Palestinian People to hold meetings during the forthcoming sixty-first session of the General Assembly, as necessary, for carrying out the important mandate entrusted to the Committee by the Assembly.

### 2. Committee on Relations with the Host Country

**Letter dated 18 May 2006 from the Secretary of the Committee**

As in previous years, I hereby submit a request that the Committee on Relations with the Host Country be permitted to meet at Headquarters during the sixty-first session of the General Assembly.

This request is based on the Committee's mandate, set out in General Assembly resolution 2819 (XXVI) of 15 December 1971, authorizing the Committee to meet periodically during the year or whenever the need arises. The Committee, since its establishment in 1971, has always met during the regular sessions of the Assembly in order to consider, among other things, problems experienced by delegations of Member States, to finalize its annual report and to present it to the General Assembly.

Pursuant to its resolution 60/24 of 23 November 2005, the Assembly requested the Committee to continue its work in conformity with resolution 2819 (XXVI) and

to submit a report on its work to the Assembly at its sixty-first session. Having due regard to the nature of the Committee, its work and previous experiences, it would suffice to make the necessary conference facilities available for two or three meetings only.

### 3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East

**Memorandum dated 30 June 2006 from the Secretary of the Working Group**

In its resolution 60/102, paragraph 3, adopted at its sixtieth session, regarding the Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), the General Assembly requested the Secretary-General to provide the necessary services and assistance to the Working Group for the conduct of its work to ensure the financial security of the Agency.

In order to fulfil its mandate, the Working Group needs the latest data with regard to the UNRWA budget, i.e., up-to-date information on the current budget and precise indications as to the needed revenue and the anticipated contributions for the next fiscal year. Owing to its budgetary procedure, UNRWA is not in a position to supply the Working Group with this timely information any earlier than late September 2006 and the Working Group cannot prepare its report to the sixty-first session without this important material.

In view of the above, it would be very much appreciated if you could draw to the attention of the Committee on Conferences the request of the Working Group that it be authorized to meet during the first weeks of the sixty-first session of the General Assembly.

### 4. United Nations Disarmament Commission

**Memorandum dated 30 June 2006 from the Secretariat of the Commission**

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the United Nations Disarmament Commission to meet for an organizational session on Wednesday, 27 October 2006.

The organizational session of the Commission, during the General Assembly, is justified by reasons of political practicality and reasons of membership. Both the First Committee and the Disarmament Commission are concerned with the same disarmament agenda and participating Member States are represented by the same delegations, almost half of which come from the Geneva-based Conference on Disarmament.

The presence of disarmament ambassadors during the work of the First Committee presents a unique opportunity to discuss and solve not only organizational issues, but also substantive ones which require an intricate knowledge of international disarmament machinery as well as of substance.

And, of course, the holding of an organizational session — one morning meeting — requires limited conference-servicing resources.

## 5. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories

### Letter dated 30 June 2006 from the Secretary of the Committee

This is a request for an exception to paragraph 7 of General Assembly resolution 40/243, to hold a working session for one afternoon in November 2006, during the week when the Special Political and Decolonization (Fourth) Committee considers the issue of Palestine and when the Chairman of the Special Committee is to present its report.

The reason for holding such a meeting in New York is that it will allow Committee members to review its work and to have an exchange of views on steps to be taken during the months preceding its Geneva consultations during one of the forthcoming sessions of the new Human Rights Council and its next field trip to the Middle East.

## 6. Executive Board of the United Nations Development Programme and the United Nations Population Fund

### Letter dated 6 July 2006 from the Secretary of the Board

We would be most grateful if you would, in accordance with the exception to paragraph 7 of General Assembly resolution 40/243, seek the approval of the Committee on Conferences for the Executive Board of the United Nations Development Programme (UNDP) and the United Nations Population Fund (UNFPA) to meet from 11 to 15 September 2006.

As is the usual practice, UNDP/UNFPA holds three Executive Board sessions per year as follows: (a) first regular session (January); (b) annual session (June); and (c) second regular session (September). We also have to bear in mind the scheduling of the sessions of the Executive Board of the United Nations Children's Fund.

In view of the dates of the annual session and to ensure sufficient time for the preparation, translation and distribution of documents, our second regular session has been scheduled for September — and no later in the year — owing to the General Assembly. While deciding on the timing, we have also taken into consideration other meetings scheduled this year in September.

## B. Statistical information

The table below refers to bodies that met with interpretation during the main part of the sixtieth session of the General Assembly.

| *Body* | *Number of meetings held* | *Minutes lost* | | |
|---|---|---|---|---|
| | | *Late starting* | *Early ending* | *Total minutes lost* |
| 1. Committee on the Exercise of the Inalienable Rights of the Palestinian People | 8 | 70 | 85 | 155 |
| 2. Committee on Relations with the Host Country | 0 | | | |
| 3. Working Group on the Financing of the United Nations Relief and Works Agency for Palestine Refugees in the Near East | 1 | 15 | 40 | 55 |
| 4. United Nations Disarmament Commission | 1 | 25 | 120 | 145 |
| 5. Special Committee to Investigate Israeli Practices Affecting the Human Rights of the Palestinian People and Other Arabs of the Occupied Territories | 1 | 5 | — | 5 |
| 6. Executive Board of the United Nations Development Programme and the United Nations Population Fund | 0 | | | |
| United Nations Children's Fund | 8 | 85 | 335 | 420 |

# Annex IV

## Document management statistics for pre-session documents

### A. Submission compliance for documents slotted as at 30 June

| | 2004 | | | 2005 | | | 2006 | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| *Author* | *Total documents* | *Documents received late* | *Compliance for documents (percentage)* | *Total documents* | *Documents received late* | *Compliance for documents (percentage)* | *Total documents* | *Documents received late* | *Documents due but not received as at 30 June (considered late)* | *Compliance for documents (percentage)* |
| Board of Auditors | 1 | — | 100 | 1 | 1 | 0 | 14 | 2 | 8 | 29 |
| Chief Executives Board for Coordination | 1 | 1 | 0 | 2 | 1 | 50 | 3 | 2 | — | 33 |
| Department for Disarmament Affairs | 1 | — | 100 | 1 | — | 100 | — | — | — | — |
| Department of Economic and Social Affairs | 214 | 77 | 64 | 192 | 66 | 66 | 236 | 81 | 10 | 61 |
| Department for General Assembly and Conference Management | 29 | 13 | 55 | 40 | 15 | 63 | 49 | — | — | 100 |
| Department of Management | 92 | 35 | 62 | 92 | 52 | 43 | 96 | 42 | 2 | 54 |
| Department of Political Affairs | 19 | 6 | 68 | 24 | 11 | 54 | 24 | 3 | — | 88 |
| Department of Public Information | 7 | 1 | 86 | 8 | 2 | 75 | 9 | 1 | — | 89 |
| Department of Peacekeeping Operations | 4 | 3 | 25 | 7 | 2 | 71 | 9 | 7 | — | 22 |
| Executive Office of the Secretary-General | — | — | — | 1 | — | 100 | — | — | — | — |
| Economic and Social Commission for Western Asia | 1 | 1 | 0 | — | — | — | — | — | — | — |
| International Civil Service Commission | 32 | 14 | 56 | 30 | 14 | 53 | 29 | 10 | — | 66 |
| International Research and Training Institute for the Advancement of Women | 1 | — | 100 | 1 | 1 | 0 | 1 | 1 | — | 0 |
| Joint Inspection Unit | 5 | 2 | 60 | — | — | — | — | — | — | — |
| Office for the Coordination of Humanitarian Affairs | 3 | 3 | 0 | 3 | 3 | 0 | 3 | 1 | — | 67 |
| Office of the United Nations High Commissioner for Human Rights | 1 | 1 | 0 | — | — | — | 1 | 1 | — | 0 |
| Office of Internal Oversight Services | 13 | 9 | 31 | 7 | 4 | 43 | 14 | 6 | — | 57 |
| Office of Legal Affairs | 24 | 12 | 50 | 29 | 2 | 93 | 32 | 6 | — | 81 |
| Office of the Special Adviser on Africa | 1 | — | 100 | 1 | — | 100 | 1 | — | — | 100 |

| Author | 2004 | | | 2005 | | | 2006 | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | *Total documents* | *Documents received late* | *Compliance for documents (percentage)* | *Total documents* | *Documents received late* | *Compliance for documents (percentage)* | *Total documents* | *Documents received late* | *Documents due but not received as at 30 June (considered late)* | *Compliance for documents (percentage)* |
| Office of the Special Envoy to Tsunami-Affected Countries | — | — | — | — | — | — | 1 | 1 | — | 0 |
| Regional Commissions New York Office | 7 | — | 100 | 10 | 3 | 70 | 8 | 2 | — | 75 |
| Joint United Nations Programme on HIV/AIDS | — | — | — | 3 | 2 | 33 | 2 | — | — | 100 |
| United Nations Development Programme | 38 | 23 | 39 | 57 | 37 | 35 | 66 | 16 | 14 | 55 |
| United Nations Population Fund | 14 | 2 | 86 | 13 | 5 | 62 | 25 | 3 | 1 | 84 |
| United Nations Human Settlements Programme | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 1 | — | 0 |
| United Nations Children's Fund | 39 | 18 | 54 | 35 | 5 | 86 | 52 | 6 | 3 | 83 |
| United Nations Development Fund for Women | 1 | 1 | 0 | — | — | — | 1 | 1 | — | 0 |
| United Nations Joint Staff Pension Fund | — | — | — | — | — | — | 40 | 23 | — | 43 |
| United Nations Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States | 1 | 1 | 0 | 1 | 1 | 0 | 2 | — | — | 100 |
| United Nations University | — | — | — | — | — | — | 1 | — | — | 100 |
| World Food Programme | 2 | 1 | 50 | 2 | — | 100 | 2 | — | — | 100 |
| **Total** | **552** | **225** | **59** | **561** | **228** | **59** | **722** | **216** | **38** | **65** |

## B. Issuance compliance for documents slotted as at 30 June

| | | 2004 | 2005 | 2006 |
|---|---|---|---|---|
| 1 | Total slotted | 552 | 561 | 722 |
| 2 | Total received on time | 327/552 (59%) | 333/561 (59%) | 468/722 (65%) |
| 3 | Total received late | 225 | 228 | 254 (incl. 38 not received) |
| 4 | Average delay per document received | 16 days | 17 days | 14 days |
| 5 | Total issued as at 30 June | 505 | 530 | 619 |
| 6 | Issued 6 weeks or more before meeting | 191/505 (38%) | 209/530 (39%) | 356/617[a] (58%) |
| 7 | Issued 4 weeks or more before meeting | 338/505 (67%) | 339/530 (64%) | 494/617 (80%) |
| 8 | Issued less than 1 week before meeting | 57 | 61 | 30 |
| | Average turnaround time | 21 days | 35 days | 15 days |
| | Within page limit and processed in more than 4 weeks | 8 | 13 | 0 |
| 9 | DGACM non-compliance (within page limit, processed in more than 4 weeks, issued less than 6/4[b] weeks) | 53 | 55 | 2 |

[a] Two reports are not linked to meeting dates as they are for resumed sessions of the General Assembly.

[b] Issuance of documents 4 weeks before meetings applies to some intergovernmental bodies based on their pattern of meetings.

They also advocated closer cooperation between the international organizations and universities and other reputable academic institutions to promote the training of conference and language service professionals.

It was agreed that participating organizations would bring this statement of their collective commitments, concerns and recommendations to the attention of their respective senior managements for referral to governing bodies as they deemed appropriate.